

**REVISED**  
**AGENDA**  
**CASCADE CHARTER TOWNSHIP**  
**REGULAR BOARD MEETING**

Wednesday, March 23, 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 meeting minutes of the DDA 01/19/2016.
- b. Education Requests
  1. Lt. Todd Stevenson and FF Mike Bolt – Annual Fire Department Instructors Conference– Indianapolis, IN – 4/20/16 thru 4/23/16.
  2. Vincent Milito – PIAM of Michigan 2016 Spring Conference – Cadillac, MI – 05/04/16 thru 05/06/16.
  3. Lt. Todd Stevenson – Tuition Reimbursement for class taken for Organizational Leadership – Waldorf College.
- c. Receive and File Reports
  1. Fire Department Month End Report – February, 2016
  2. DDA – 2015 Annual Report

**Article 6. Financial Actions**

- a. **Consider Approval of February, 2016 General/Special Funds.**

**Article 7. Unfinished Business**

**Article 8. New Business**

- 019-2016**
- a. **Public Hearing – Establish IFT District for Compatico located at 5005 Kraft Ave.**
  - b. **Consider Resolution to Approve IFT District for New Facility for Compatico located at 5005 Kraft Ave. (roll call)**
- 020-2016**
- a. **Public Hearing – Issuance of IFT Certificate for Compatico located at 5005 Kraft Ave.**

**b. Consider Resolution to Approve the Issuance of IFT Certificate for Compatico located at 5005 Kraft Ave. (roll call)**

**021-2016 Consider Approval of Resolution of Support for Liquor License for Grimms Bee, LLC, 5904 Buttrick Ave., Alto, MI. (roll call)**

**022-2016 Consider Approval of Cascade Recreation Park Playground Proposal.**

**023-2016 Consider Request from KDL for Music Programming Funding.**

**024-2016 Consider Approval of Township Social Media Usage Policy.**

**025-2016 Consider Approval of METRO Act Right-of-Way Unilateral Permit request from 123.Net, Inc.**

**026-2016 Consider Approval of Recommendation for Clerk Replacement.**

**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**

**MEETING MINUTES**

Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, January 19, 2016  
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 DDA: David Huhn, Rob Beahan, Jennifer Puplava, Kim Ridings, Paula Rowland, Steve Stephan, Rick Siegle, Matt Smith  
Absent: Diana Kingsland (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 Beahan to approve the Agenda. Support by Member Ridings. Motion carried, 6-0.**

**ARTICLE 3. Approve the Minutes of the November 17, 2015 Meeting**

**Motion was made by Member Puplava to approve the minutes of the November 17, 2015 meeting as written. Support by Member Stephen. 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)**

No visitors were present.

Member Smith arrived.

**ARTICLE 5. Discuss and Review the 2016 Budget**

DDA/ED Director Korhorn presented. Director Korhorn states that the DDA budget for 2016 is broken into several areas. The maintenance and repair budget is used for many areas and is allocated at \$37,800.00. We have allocated \$40,000.00 for special projects, which will be used for the Plan for the Library property, a plan for the Thornapple Center Redevelopment, Tassell Park Holiday Lighting. We are 90% complete with the Gardens at the Museum; our sculpture pad will be installed sometime in May. Artist Cynthia McKean of Saugatuck has been selected for the first sculpture piece. This will be a temporary piece, 6 months to a year, as we want to keep it fresh and rotate the artwork. Our goal is to keep people coming back to the park area. The other big ticket item is the Rapid Bus service. The DDA's portion of this service is \$102,800.00 for Fiscal year 2016; this is a three year pilot program, so we will incur that cost for the next three years. Those are the big ticket items, I will provide updates at the meetings as the

moneys are being spent. We collect our revenues from the other taxing authorities in February and September.

Discussion followed.

**ARTICLE 6. Discuss Potential 2016 Projects**

DDA/ED Director Korhorn presented the Potential 2016 Projects that were rated and discussed at the November meeting as the priority projects for the year.

- 28<sup>th</sup> Street sidewalk on the north side of 28<sup>th</sup> Street from Hotel Avenue to Drury Hotel. It's a short stretch at a cost of roughly \$20,000.
- Create plan for the Library property.
- Thornapple Center redevelopment – a meeting will be held between the Commercial Realtors, the Township Board, The Planning Commission and the DDA to discuss development issues and brainstorm ideas.
- Lighting at Tassel Park for the holidays to include a tree at Old 28<sup>th</sup> and Cascade Road.

Discussion followed.

**Member Puplava made a motion to add these four projects to the 2016 Projects. Second by Member Beahan. Motion carried 7-0.**

Member Siegle arrived.

**Article 7. Election of Officers**

**Member Rowland made a motion to continue with the existing officers for 2016. Support by Member Stephan. Motion carried 8-0**

**Member Huhn – Chair  
Member Puplava – Vice Chair  
Member Kingsland - Secretary**

**Article 7. Any Other Business**

DDA/ED Director Korhorn asked for a contact list of Board Members. She also stated that the Metro Cruise will be moved to the Thornapple Center. A Micro Brewery will be coming to the Cascade area, location to be determined. Also, the Rapid has started throughout the district.

Member Beahan thanked Member Siegle for his contribution to the new dog park in Cascade Township Park.

**Article 11. Adjournment**

**Member Rowland made a motion to adjourn 6:25 PM. Support by Member Siegle.  
Motion carried 8-0. Meeting Adjourned at 6:25 PM**

Respectfully submitted,

Diana Kingsland, Secretary  
Ann Seykora, Planning Administrative Assistant  
Julie Kutchins, Planning Administrative Assistant

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FIRE DEPARTMENT MEMORANDUM

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**TO:** BENJAMIN SWAYZE-TOWNSHIP MANAGER  
**FROM:** CHIEF JOHN SIGG-FIRE CHIEF *Joh*  
**SUBJECT:** FDIC 2016 SEMINAR/CONFERENCE ATTENDANCE REQUEST  
**DATE:** MARCH 16, 2016  
**CC:** Township Board

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Lieutenant Todd Stevenson and Firefighter Mike Bolt are requesting to attend this year's annual Fire Department Instructors Conference (FDIC) held in Indianapolis. Each year FDIC hosts a large convention along with a number of classes taught by some of the best instructors in the nation. Classroom topics range from search and rescue, fire attack, small department tactics, training ground operation and leadership. Last year they attended the conference and brought back information that lead to the purchase and implementation of a state-of-the art digital fire simulator. This simulator is now in service for use by all Cascade Fire personnel for fire attack training.

This year Lt. Stevenson and FF Bolt, who are both on the training committee, want to attend some of the classes that are being offered at FDIC. Some of the classes they are interested in are: Special Operations in Small Departments, Drilling for Function (an Examination of Methods and Culture), Vent-Enter-Isolate-Search (a New Approach) and Reading Smoke. The knowledge they will gain from these classes will be brought back to Cascade FD and shared with everyone on the department. A lot of what they learn from these classes will be integrated into the department's training program. This in turn will benefit our community by having better trained and informed firefighters.

Lt. Stevenson and FF Bolt request to attend this seminar/conference from April 20<sup>th</sup> to 23<sup>rd</sup>. The cost for attending 3 days of classes and access to the exhibits is \$545.00 each (\$1,090 total). They plan to car pool and share a hotel room (@ 150.93 per night tax included) for two nights.

This is a great opportunity for Lt. Stevenson and FF Bolt to gain valuable classroom knowledge by some of the top instructors in the nation and meet with vendors who represent the latest and greatest in firefighter equipment, technology and training. I ask that you approve this request for Lt. Stevenson and FF Bolt.

### **Special Operations in Small Departments**

*Captain Art Bloomer, Kearny (NJ) Fire Department*

Many departments across the nation respond each year to incidents that require specialized rescue equipment and the proper training to operate it and quickly get in over their heads, sometime with tragic results. Every department should have at least a basic knowledge of special operations. Learn about all of the potential issues you may face when responding to these types of incidents, how to identify the pitfalls, the laws and regulations involved, and preparing for your next rescue response. Among the topics addressed are the required training, the specialized equipment needed to mitigate such incidents, "sizing up" your response area to find sites prone to these types of incidents, and getting these industries to aid you in training and obtaining equipment. In addition, you will learn about other resources that may be in your area, such as regional USAR teams, and how to access them. ALL LEVELS

### **Gaining Relative Superiority: the 2½-Inch Attack Line**

*Firefighter Brian Brush, Edmond (OK) Fire Department*

Students learn that a cut in staffing does not automatically have to mean a reduction in the size of the hoseline used. A three-person engine is far and away the most common firefighting unit in the country. On paper, this appears appropriate: an officer, an engineer, and a firefighter. The real-world translation at a working fire is pump operator and two firefighters. Many organizations use this perceived staffing deficiency to explain away their ability to place anything other than a 1¾-inch hoseline into service. The fallacy is that the 2½-inch line necessitates more people or is more complicated. In many situations, this is not true. Operating as a 1¾-inch-only department is a choice; operating as a one-line engine is a result of staffing deficiencies. They are independent. The 2½-inch handline is a larger line, but it is still a single line. Through training, education, and proper tool selection, your company can effectively deploy and initiate an attack with the bigger weapon. ALL LEVELS

### **The Changing Nature of Large-Vehicle Fire Operations**

*Captain/Fire Prevention Officer Robert Callahan, Bossier Parish (LA) Fire District 1*

*Paramedic Anthony Correl, Bucks County (PA) Rescue Squad*

Dealing with vehicle extrications and complex highway incidents involves the coordination of multiple agencies, whether a one-car motor vehicle collision that ties up traffic on the New

Jersey Turnpike on a holiday weekend or a multiple-casualty incident (MCI) with a school bus

on a weekday. The dynamics related to these incidents create chaos surrounding issues such as

who is in charge and how to properly manage and use resources at these types of incidents.

Attendees actively participate in team-building exercises related to managing people, vehicles,

egos, and the scene through proper size-up and use of the incident command system.

Topics

include crew resource management, communication, situational awareness, teamwork, decision

making, and barriers to implementing these functions. Students will practice these skills in

exercises to improve their operational effectiveness at these types of incidents.

INTERMEDIATE/ADVANCED

### **Reading Smoke**

*Battalion Chief (Ret.) David Dodson, Response Solutions, LLC*

The instructor uses a "walk-the-walk, talk-the-talk" approach that does not include slides, note

reading, or a teleprompter. First-timers will benefit from an introduction to the reading smoke

principles using fireground video from real-world incidents (no simulations). Returning participants benefit from several new video examples that allow them to

practice/maintain their

reading smoke skills. ALL LEVELS

### **Vent-Enter-Isolate-Search: a New Approach**

*Lieutenant Eric Dreiman, Indianapolis (IN) Fire Department*

This course was developed with the modern fireground in mind. Vent-enter-search is a timetested

and valuable tactic. The modern fireground is much different from the firegrounds of 20 or

30 years ago. This class addresses the differences in fire growth, thermal layering, ventilationlimited

fires, flashover, lightweight construction, fire loading, building configuration, and flow paths on the modern fireground. Students see why vent-enter-isolate-search (VEIS) needs an

updated approach. Techniques for carrying out a safe, effective, and efficient VEIS on the modern fireground are covered, as is a review of tools and personnel responsibilities.

ALL  
LEVELS

### **Drilling for Function: an Examination of Methods and Culture**

*Firefighter Aaron Fields, Seattle (WA) Fire Department*

The focus is on the nuts and bolts of creating and implementing drills and training programs.

The methods within the program are scalable, allowing individuals to create individual and

company level drills up to departmentwide training and curriculum development. The program

uses "Nozzle Forward" as the model, but it is focused on the methods used for instruction within

the program, which provide a template for any skill set. In addition, the program addresses

common educational mistakes, pitfalls, and misinformation often found in fire service training

circles. ALL LEVELS

### **Meth Lab Fire; Now What?**

*Captain Tobias Frost, Lafayette (IN) Fire Department*

Meth labs are everywhere, even on TV. What are our hazards? What is the myth vs. the science?

How do we decontaminate responders and limit on-scene time? How can we handle these labs,

and what do we need to watch out for? These are among the questions addressed. In addition,

several production methods are evaluated along with a new response model that pairs fire-based

hazmat response with police-based lab processing for faster, more efficient scene processing.

Several case studies are used to help identify some of the hazards associated with illicit labs.

ALL LEVELS

Much like today's structure fires, fires involving large highway vehicles, including 18-wheelers, buses, and recreational vehicles, have undergone a radical change in the past several years. New hydrocarbon-based solid fuels in greater quantities have led to faster burning, hotter, and more dangerous fires that can easily challenge a department's response capabilities. The changing nature of these fires presents personnel, operational, and logistical challenges that were not issues in the past but now challenge even the most well-staffed volunteer, combination, and small career departments. These challenges are discussed, and students learn how to solve them through preplanning, using mutual aid, and employing tactical changes that include using heavyflow initial lines on the fireground that will allow the balance of power to tip back into the favor of the

### **Lead from the Front: Fireground Tactics and Leadership**

*Deputy District Chief (Ret.) Steve Chikerotis, Chicago (IL) Fire Department*

Leadership principles to fireground tactics are covered. Students share in leadership lessons

learned by the instructor during his 36-year career in the Chicago Fire Department.

Modern

tactics are compared with traditional tactics from the perspectives of what has changed and why.

Audiovisuals reinforce powerful lessons learned. Among additions aspects covered are team

building and leadership, earning respect, motivating other firefighters, risk management, fireground tactics, communications and accountability, critical incident decision making, and

achieving your goals. ALL LEVELS

### **Zero to Hero: Leadership Habits Before the Emergency**

*Captain Larry Conley, St. Louis (MO) Fire Department*

The focus is a principle-based approach to emergency services. Participants learn the details of

the EMPOWER model. By internalizing this model, they learn to improve their personal leadership qualities and, consequently, to build stronger teams. ALL LEVELS

### **Successful Management of Extrications and Complex Roadway Incidents**



Cascade Charter Township  
Seminar/Conference Attendance Request Form

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

Conditions:

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

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

Name: Todd Stevenson

Application Date: 2-27-16

Location of Seminar/Conference Indianapolis, Indiana

Name of Proposed Seminar/Conference: FDIC

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

FDIC International 2016. Convention of top fire instructors from across the U.S

With a large vendor show of new fire equipment

Attend time: 8:20 to 5:23

(over)

How will the Seminar/Conference benefit the employee and the township? Attend classes by top instructors on topic of leadership, training and various other fire related topics. - Bring knowledge learned back to share with department.

Cost of the Seminar/Conference: (Registration) \$ 545<sup>00</sup>

(Lodging) \$ 129 (will share room) per night + 17% tax (Travel) \$ N/A

Account #: 206-332-724

Your Signature: [Signature]

Approvals:

Department Head: [Signature] Date: 3/11/16

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

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

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

# 1

## FDIC 2016 EVENT REGISTRATION

Attendee Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Badge ID: \_\_\_\_\_

### ATTENDEE INFORMATION (Enter this information as you would like it to appear on your badge)



April 18-23, 2016

Indiana Convention Center & Lucas Oil Stadium  
Indianapolis, Indiana

Registration Sponsor:



ATHLETIC GEAR FOR FIREFIGHTERS.™

#### REGISTRATION

- Fully complete the registration form. Incomplete registration forms will be returned for complete information.
- Placement in Hands-On Training (H.O.T.) classes is not reserved until registration form is fully completed and payment is received.
- Each attendee must be individually registered. Single registrations may not be separated or shared among multiple attendees.
- There is no refund for partial-day attendance.

IF PAYING WITH PURCHASE ORDER (PO) - Purchase order must have a credit card guarantee or the registration will be forfeited. APO is not considered a payment. Payments must be received prior to the event or upon arrival to receive your badge.

#### HANDS-ON TRAINING INFORMATION

- Register early. Hands-On Training class sizes are limited.
- Hands-On Training participants must register and report to Staging by 6:30 a.m.
- Signed liability waivers are required for all Hands-On Training. Visit [www.fdic.com](http://www.fdic.com) to print a liability waiver.
- Full turnout gear and/or technical rescue gear is required for certain Hands-On Training. (See "Important Notes for H.O.T. Attendees" at [www.fdic.com](http://www.fdic.com).)
- Lunch is provided for all Hands-On Training attendees
- SCBA will be provided when necessary.
- If selecting 4-hour Hands-On Training in the morning, you can only select a Hands-On Training for the afternoon. You cannot combine a Hands-On Training and a Pre-Conference Workshop on the same day.
- H.O.T. Class Pricing: 4-hour are \$155 each and 8-hour are \$255 each in addition to the registration fee.

#### STEP-BY-STEP HANDS-ON TRAINING INSTRUCTIONS

1. Fully complete the registration form.
2. Select Hands-On Training Premium Package or Hands-On Training and Pre-Conference Workshops Only on page 5.
3. Choose your classes on pages 3 & 4.
4. Total the registration fees and the class fees on the bottom of page 5.
5. Payment is required to reserve H.O.T. classes.

#### PRE-CONFERENCE WORKSHOPS INFORMATION

- Morning Pre-Conference Workshops begin promptly at 8:00 a.m.
- Afternoon Pre-Conference Workshops begin promptly at 1:30 p.m.
- Lunch is NOT provided for Pre-Conference Workshop attendees.
- If selecting a 4-hour Pre-Conference Workshop in the morning, you can only select a Pre-Conference Workshop for the afternoon. You cannot combine a Hands-On Training and a Pre-Conference Workshop on the same day.
- Pre-Conference Workshops are \$130 each in addition to the registration fee.

Attendee Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Badge ID: \_\_\_\_\_

**ATTENDEE INFORMATION** (Enter this information as you would like it to appear on your badge)

Todd First Name      Stevenson Last Name      Lieutenant Title

Cascade Township Fire Dept.  
 Department/Company (Maximum 30 Characters)

2865 Thornhills SE  
 Address (To mail badge and conference information)

Address 2 (Suite #, etc.) \_\_\_\_\_  
Grand Rapids City      MI State      KENT Country

(66) 949-1320 Phone      (66) 285-2330 Fax      49546 Zip

(66) 254-9284 Cell (Required for Emergency Response Communication)

tstevenson@cascade-twp.com E-mail (A unique Email is required for processing registration)

**Rank/Title**

- (01) Chief of Depart.
- (02) Staff Chief
- (03) Other Officer
- (04) Firefighter
- (05) Training Officer
- (07) Firefighter/Paramedic
- (08) Firefighter/EMT
- (06) Other (please specify) \_\_\_\_\_

**Job Function (Check all that apply)**

- (01) Management
- (02) Training
- (03) Prevention
- (04) Suppression
- (05) Investigation
- (06) Maintenance
- (07) Communication
- (08) Public Education
- (09) EMS
- (10) Haz Mat
- (11) Rescue
- (13) Wildfire
- (12) Other (please specify) \_\_\_\_\_

**Purchasing Responsibility**

- (01) Approve
- (02) Purchase
- (03) Recommend
- (04) Specify
- (05) Other

**Are you a member of a purchasing committee?**

- (1) Yes
- (0) No

**Type of Department**

- (01) Volunteer
- (02) Career
- (03) Combination Career/Vol
- (04) Industrial
- (05) Military
- (06) Other (please specify) \_\_\_\_\_

**Population Served by Department**

- (01) Under 2,500
- (02) 2,501-10,000
- (03) 10,001-25,000
- (04) 25,001-50,000
- (05) 50,001-100,000
- (06) 100,001-500,000
- (07) Over 500,000

**Do you read Fire Engineering?**

- (01) Yes
- (02) No

**Do you read Fire Apparatus & Emergency Equipment magazine?**

- (01) Yes
- (02) No

**Do you read FireRescue magazine?**

- (01) Yes
- (02) No

**How many years have you attended FDIC?** 1

**I am visiting the FDIC International 2016 exhibits to obtain information on: (Check all that apply)**

- (01) Ambulances
- (02) Apparatus & Apparatus Accessories
- (03) Badges, Emblems & Accessories
- (04) Breathing Apparatus/Air Systems/SCBA & Supplies
- (05) Communications/Radios/Dispatch Equipment
- (06) Computer Services/Software
- (07) Water, Diving & Ice Rescue Equip. & Accessories
- (08) Educational Materials/Colleges/Training Services & Equipment
- (09) EMS Equipment & Supplies
- (10) FOAM, Environmental Products, CAF Units
- (11) Fans/Portable Generators & Accessories
- (12) Hand Tools & Forcible Entry
- (13) HazMat Products
- (14) Incident Management/Accountability Systems
- (15) Insurance/Financial Institutions/Consulting Services
- (16) Miscellaneous/Other
- (17) Monitors & Detectors
- (18) Nozzles, Hoses, Reels & Couplings
- (19) Protective Clothing (PPE)/Apparel
- (20) Pumps/Gauges
- (21) Rescue Tools & Equipment
- (22) Ropes, Chains, Safety Belts & Accessories
- (23) Sirens, Alarms & Signaling Devices
- (24) Thermal Imaging Cameras
- (25) Wildfire Rescue Equip. & Access.

# 5

## FDIC 2016 EVENT REGISTRATION

Attendee Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Badge ID: \_\_\_\_\_

### CONFERENCES & EXHIBITS REGISTRATION FORM

#### EARLY BIRD\* REGISTRATION FEES

(Please select only one of the following)

\*Early Bird Ends 2/29/15

	Subscriber Fee	Non-Subscriber Fee
<input type="checkbox"/> Hands-On Training Premium Package Includes all general sessions, classrooms & exhibits. May register separately for up to 16 hours of Hands-On Training and/or Pre-Conference Workshops. Additional per-class costs listed on Registration pp 3 & 4.	\$545	\$675

<input type="checkbox"/> Two-Day Hands-On Training & Pre-Conference Workshops Only Includes all general sessions. (DOES NOT INCLUDE CLASSROOMS OR EXHIBITS.) May register separately for up to 16 hours of Hands-On Training and/or Pre-Conference Workshops. Additional per-class costs listed on Registration pp 3 & 4.	\$200	\$315
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Three-Day Workshop: 3-Day HOT Evolution ..... \$750  
"Preparing for the Acquired Structure Burn - Completing the Task List"  
 Saturday/Sunday (14 Students), April 17-18, 8 a.m. to 5 p.m.;  
Monday (7 Students), April 18, 8 a.m.-5 p.m.;  
Tuesday (7 Students), April 19, 8 a.m.-5 p.m.;

<input checked="" type="checkbox"/> Individual Full Conference Includes all general sessions, classrooms & exhibits	\$545	\$675
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<input type="checkbox"/> One-Day Conference Includes general session and classrooms on selected day only & all three days of exhibits <input type="checkbox"/> Wed., April 20 <input type="checkbox"/> Thurs., April 21   OR <input type="checkbox"/> Fri., April 22	\$320	\$390
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<input type="checkbox"/> Exhibit Package Includes exhibition only all exhibit days, Thurs. - Sat., April 21-23	\$50	\$85
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<input type="checkbox"/> One-Day Exhibits Only Includes exhibits on selected day only. <input type="checkbox"/> Thurs., April 21 <input type="checkbox"/> Fri., April 22   OR <input type="checkbox"/> Sat., April 23	\$35	\$70
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<input type="checkbox"/> Spouse Exhibits Only Includes exhibition only all exhibit days, Thurs. - Sat., April 21 - 23	\$25	\$25
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Name for Badge: \_\_\_\_\_

Check if you do not wish to receive a 1-year membership to the Fire Engineering Training Network (includes 2016 FDIC INT'L SUBSCRIBER DISCOUNT, an annual print/digital magazine subscription (\$25 value), as well as access to exclusive membership-only content on FireEngineering.com

#### GROUP PLANS

Group Plan 10 (up to 10 members/employees) \$5,200  
(10% off the price of 10 individual full conference attendees)

Group Plan 20 (11 to 20 members/employees) \$9,800  
(15% off the price of 20 individual full conference attendees)

Larger Group Plans are Available (Contact Registration for Details)

**\*PRICE DOES NOT INCLUDE THE COST OF INDIVIDUAL HANDS-ON TRAINING CLASSES/PRE-CONFERENCE WORKSHOPS CLASSES.**Registration Fee \$ 545.00

Hands-On Training Class Price from Registration Pages 3 &amp; 4 \$ \_\_\_\_\_

Total Due \$ 545.00

#### PAYMENT

All Registration Fees must be paid in full prior to event for admittance.

 Check payable to PennWell/FDIC16. Signed purchase order with credit card guarantee.  
Please include credit card details below. Charge my credit card:  MasterCard    Visa  
 American Express    Discover

Card number \_\_\_\_\_

Exp. date \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

#### 4 Ways to Register

1. Online: [www.fdic.com](http://www.fdic.com)2. Fax to: +1-888-299-8057  
or +1-918-831-91613. Email: [registration@pennwell.com](mailto:registration@pennwell.com)

4. Mail to:

PennWell/FDIC16  
Registration Department  
P.O. Box 973059,  
Dallas, TX 75397-3059

Questions? Please call: +1-888-299-8016 or +1-918-831-9160

#### Cancellation Policy

Cancellations must be received in writing before March 10, 2016, in order to receive a refund, minus a \$115 administrative charge. After March 10, 2016, refunds are not available. Substitutions may be made at any time by notifying the registration office in writing.

#### STEP-BY-STEP HANDS-ON TRAINING INSTRUCTIONS

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3. Choose your classes on pages 3 & 4.
4. Total the registration fees and the class fees on the bottom of page 5.
5. Payment is required to reserve H.O.T. classes.

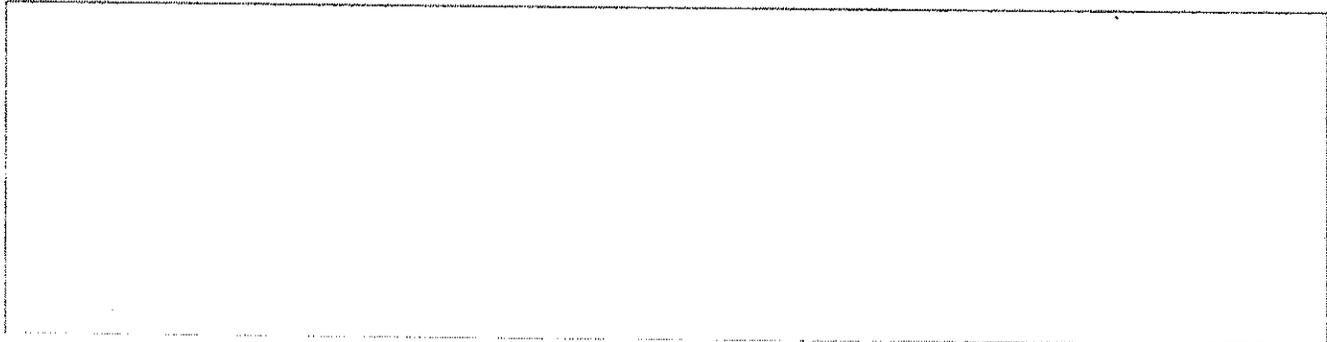
**FDIC INTERNATIONAL 2016 Hotel Confirmation #: FD1600294800 - Bolt, Stevenson**

Reservations [reservations@preferred1.com]

Sent: Tuesday, November 10, 2015 11:15 AM

To: Michael Bolt

Importance: High



**Today's Date:** 11/10/2015

**Reservation #:** FD1600294800

**Hotel Confirmation #:** TBD

**Status:** NEW

*Hotel confirmation #'s will be emailed from our office approximately 2 weeks prior to your confirmed arrival date.*

**Hotel:** La Quinta Inn East  
**Address:** 7304 East 21st Street  
Indianapolis, IN 46219  
www.laquinta.com

**Check-In:** 4:00      **Check-Out:** 12:00  
**Hotel Cancellation Policy:** 7 days prior to arrival

**Room Type:** Double/Double (Double)

**Room Tax:** 17%

*Room types cannot be guaranteed. The hotel will make every effort to accommodate your request.*

**Room Rate:** \$129 per night

**Guest 1:** Michael Bolt  
**Guest 2:** Todd Stevenson

**Arr:** 04/19/2016      **Dep:** 04/22/2016  
**Arr:** 04/19/2016      **Dep:** 04/22/2016

**Guaranteed By:** Mastercard

**Cancellation Fee:** Reservations cancelled on or after 03/04/2016 will be assessed a \$45 processing fee by PCS.

The credit card used to guarantee this reservation will not be charged in advance. If you need to cancel your reservation, please make sure it is done prior to the hotel's cancellation policy to avoid a no-show charge. To view or make changes to your reservation visit our web-site at [www.preferred1.com](http://www.preferred1.com) or call us at 888.763.7236 or 310.906.3847. Thank you for booking with Preferred Convention Services.

Preferred Convention Services  
3528 Torrance Blvd., Suite 114, Torrance, CA 90503  
Toll-Free: 888-763-7236 Phone: 310-906-3844  
Fax: 310-906-3857  
[www.preferred1.com](http://www.preferred1.com)  
E-mail: [reservations@preferred1.com](mailto:reservations@preferred1.com)



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

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

Conditions:

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

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

Name: MICHAEL BOGT

Application Date: 2-27-2016

Location of Seminar/Conference INDIANAPOLIS, INDIANA

Name of Proposed Seminar/Conference: FDIC INTERNATIONAL

Description of Seminar/Conference: (may also be attached) INTERNATIONAL

CONFERENCE FOR FD. INSTRUCTORS

APRIL 20-22

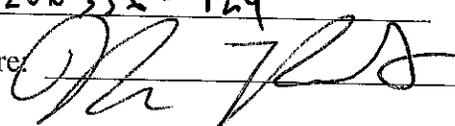
(over)

How will the Seminar/Conference benefit the employee and the township? LEARN NEW TRAINING TECHNIQUES, TALK w/ OTHER TRAINERS, TAKE CLASSES ON LEADERSHIP, ENGINE COMPANY OPERATIONS, EXTRICATION, TRAINING NEW FIREFIGHTERS.

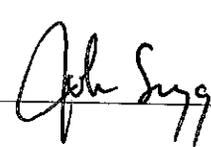
Cost of the Seminar/Conference: (Registration) \$ 545.00

(Lodging) \$ 129.00 PER NIGHT (Travel) \$ 588 MILES USING MY

Account #: 206-332-724 <sup>+</sup> 17% HOTEL TAX VEHICLE

Your Signature: 

Approvals:

Department Head: 

Date: 3/16/16

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

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

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

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

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

# 1

## FDIC 2016 EVENT REGISTRATION

Attendee Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Badge ID: \_\_\_\_\_

### ATTENDEE INFORMATION (Enter this information as you would like it to appear on your badge)



April 18-23, 2016

Indiana Convention Center & Lucas Oil Stadium  
Indianapolis, Indiana

Registration Sponsor:



ATHLETIC GEAR FOR FIREFIGHTERS.™

#### REGISTRATION

- Fully complete the registration form. Incomplete registration forms will be returned for complete information.
- Placement in Hands-On Training (H.O.T.) classes is not reserved until registration form is fully completed and payment is received.
- Each attendee must be individually registered. Single registrations may not be separated or shared among multiple attendees.
- There is no refund for partial-day attendance.

IF PAYING WITH PURCHASE ORDER (PO) - Purchase order must have a credit card guarantee or the registration will be forfeited. A PO is not considered a payment. Payments must be received prior to the event or upon arrival to receive your badge.

#### HANDS-ON TRAINING INFORMATION

- Register early. Hands-On Training class sizes are limited.
- Hands-On Training participants must register and report to Staging by 6:30 a.m.
- Signed liability waivers are required for all Hands-On Training. Visit [www.fdic.com](http://www.fdic.com) to print a liability waiver.
- Full turnout gear and/or technical rescue gear is required for certain Hands-On Training. (See "Important Notes for H.O.T. Attendees" at [www.fdic.com](http://www.fdic.com).)
- Lunch is provided for all Hands-On Training attendees
- SCBA will be provided when necessary.
- If selecting 4-hour Hands-On Training in the morning, you can only select a Hands-On Training for the afternoon. You cannot combine a Hands-On Training and a Pre-Conference Workshop on the same day.
- H.O.T. Class Pricing: 4-hour are \$155 each and 8-hour are \$255 each in addition to the registration fee.

#### STEP-BY-STEP HANDS-ON TRAINING INSTRUCTIONS

1. Fully complete the registration form.
2. Select Hands-On Training Premium Package or Hands-On Training and Pre-Conference Workshops Only on page 5.
3. Choose your classes on pages 3 & 4.
4. Total the registration fees and the class fees on the bottom of page 5.
5. Payment is required to reserve H.O.T. classes.

#### PRE-CONFERENCE WORKSHOPS INFORMATION

- Morning Pre-Conference Workshops begin promptly at 8:00 a.m.
- Afternoon Pre-Conference Workshops begin promptly at 1:30 p.m.
- Lunch is NOT provided for Pre-Conference Workshop attendees.
- If selecting a 4-hour Pre-Conference Workshop in the morning, you can only select a Pre-Conference Workshop for the afternoon. You cannot combine a Hands-On Training and a Pre-Conference Workshop on the same day.
- Pre-Conference Workshops are \$130 each in addition to the registration fee.

# 2

# FDIC INTERNATIONAL

# 2016 EVENT REGISTRATION

## ATTENDEE INFORMATION (Enter this information as you would like it to appear on your badge)

First Name MICHAEL

Last Name BOLT

Title FIRE FIGHTER / EMT

Department/Company (Maximum 30 Characters) CASCADE TOWNSHIP FIRE DEPT

Address (To mail badge and conference information) 2865 THORN HILLS

Address 2 (Suite #, etc.) GRAND RAPIDS  
City

State MI

Country 49546  
Zip

Phone (616) 949-1320

Fax (616) 285-2330

E-mail (A unique Email is required for processing registration) MBOLT@CASCADETWP.COM

Cell (Required for Emergency Response Communication) (616) 862-9188

### Rank/Title

- (01) Chief of Depart.
- (02) Staff Chief
- (03) Other Officer
- (04) Firefighter
- (05) Training Officer
- (07) Firefighter/Paramedic
- (08) Firefighter/EMT
- (06) Other (please specify) \_\_\_\_\_

### Job Function (Check all that apply)

- (01) Management
- (02) Training
- (03) Prevention
- (04) Suppression
- (05) Investigation
- (06) Maintenance
- (07) Communication
- (08) Public Education
- (09) EMS
- (10) Haz Mat
- (11) Rescue
- (12) Other
- (13) Wildland
- (14) Other (please specify) \_\_\_\_\_

### Purchasing Responsibility

- (01) Approve
- (02) Purchase
- (03) Recommend
- (04) Specify
- (05) Other

### Are you a member of a purchasing committee?

- (1) Yes
- (0) No

### Type of Department

- (01) Volunteer
- (02) Career
- (03) Combination Career/Vol
- (04) Industrial
- (05) Military
- (06) Other (please specify) \_\_\_\_\_

### Population Served by Department

- (01) Under 2,500
- (02) 2,501-10,000
- (03) 10,001-25,000
- (04) 25,001-50,000
- (05) 50,001-100,000
- (06) 100,001-500,000
- (07) Over 500,000

### Do you read Fire Engineering?

- (01) Yes
- (02) No

### Do you read Fire Apparatus & Emergency Equipment magazine?

- (01) Yes
- (02) No

### Do you read FireRescue magazine?

- (01) Yes
- (02) No

How many years have you attended FDIC? 1

### I am visiting the FDIC International 2016 exhibits to obtain information on: (Check all that apply)

- (01) Ambulances
- (02) Apparatus & Apparatus Accessories
- (03) Badges, Emblems & Accessories
- (04) Breathing Apparatus/Air Systems/SCBA & Supplies
- (05) Communications/Radios/Dispatch Equipment
- (06) Computer Services/Software
- (07) Water, Diving & Ice Rescue Equip. & Accessories
- (08) Educational Materials/Colleges/Training Services & Equipment
- (09) EMS Equipment & Supplies
- (10) FOAM, Environmental Products, CAF Units
- (11) Fans/Portable Generators & Accessories
- (12) Hand Tools & Forcible Entry
- (13) HazMat Products
- (14) Incident Management/Accountability Systems
- (15) Insurance/Financial Institutions/Consulting Services
- (16) Miscellaneous/Other
- (17) Monitors & Detectors
- (18) Nozzles, Hoses, Reels & Couplings
- (19) Protective Clothing (PPE)/Apparel
- (20) Pumps/Gauges
- (21) Rescue Tools & Equipment
- (22) Ropes, Chains, Safety Belts & Accessories
- (23) Sirens, Alarms & Signaling Devices
- (24) Thermal Imaging Cameras
- (25) Wildland Rescue Equip. & Access.



**FDIC INTERNATIONAL 2016 Hotel Confirmation #: FD1600294800 - Bolt, Stevenson**

Reservations [reservations@preferred1.com]

**Sent:** Tuesday, November 10, 2015 11:15 AM

**To:** Michael Bolt

**Importance:** High



**Today's Date:** 11/10/2015

**Reservation #:** FD1600294800

**Hotel Confirmation #:** TBD

**Status:** NEW

*Hotel confirmation #'s will be emailed from our office approximately 2 weeks prior to your confirmed arrival date.*

**Hotel:** La Quinta Inn East  
**Address:** 7304 East 21st Street  
Indianapolis, IN 46219  
www.laquinta.com

**Check-In:** 4:00      **Check-Out:** 12:00  
**Hotel Cancellation Policy:** 7 days prior to arrival

**Room Type:** Double/Double (Double)

**Room Tax:** 17%

*Room types cannot be guaranteed. The hotel will make every effort to accomodate your request.*

**Room Rate:** \$129 per night

**Guest 1:** Michael Bolt  
**Guest 2:** Todd Stevenson

**Arr:** 04/19/2016      **Dep:** 04/22/2016  
**Arr:** 04/19/2016      **Dep:** 04/22/2016

**Guaranteed By:** Mastercard

**Cancellation Fee:** Reservations cancelled on or after 03/04/2016 will be assessed a \$45 processing fee by PCS.

The credit card used to guarantee this reservation will not be charged in advance. If you need to cancel your reservation, please make sure it is done prior to the hotel's cancellation policy to avoid a no-show charge. To view or make changes to your reservation visit our web-site at [www.preferred1.com](http://www.preferred1.com) or call us at 888.763.7236 or 310.906.3847. Thank you for booking with Preferred Convention Services.

**Preferred Convention Services**  
3528 Torrance Blvd., Suite 114, Torrance, CA 90503  
Toll-Free: 888-763-7236 Phone: 310-906-3844  
Fax: 310-906-3857  
[www.preferred1.com](http://www.preferred1.com)  
E-mail: [reservations@preferred1.com](mailto:reservations@preferred1.com)

# YOUR TRIP TO:



7304 E 21st St, Indianapolis, IN 46219

**4 HR 39 MIN | 293.7 MI**



1. Start out going **south** on Thornhills Ave SE toward Tahoe Dr SE.

Then 0.37 miles ..... 0.37 total miles



2. Thornhills Ave SE becomes Thornapple River Dr SE.

Then 0.87 miles ..... 1.24 total miles



3. Turn **right** onto 36th St SE.

Then 0.69 miles ..... 1.93 total miles



4. Take the ramp toward **I-96/Lansing/Gd Rapids**.

*If you reach Kraft Ave SE you've gone about 0.4 miles too far.*

Then 0.10 miles ..... 2.03 total miles



5. Merge onto I-96 E toward **Lansing**.

Then 52.23 miles ..... 54.25 total miles



6. Merge onto I-69 S via EXIT 97 toward **Charlotte/Ft Wayne** (Crossing into Indiana).

Then 230.46 miles ..... 284.72 total miles



7. Merge onto I-465 S/US-31 S/US-52 E/US-421 S/IN-37 S/USS Indianapolis Memorial Hwy S via EXIT 200.

Then 7.25 miles ..... 291.97 total miles



8. Take the **I-70 W/I-70 E** exit, EXIT 44, toward **Indianapolis/Dayton**.

Then 0.28 miles ..... 292.25 total miles



9. Keep **right** to take the **Shadeland Ave** ramp.

Then 0.66 miles ..... 292.91 total miles



10. Keep **right** to take the **Shadeland Ave** ramp.

Then 0.21 miles ..... 293.12 total miles



11. Keep **right** at the fork in the ramp.

Then 0.04 miles ..... 293.16 total miles



12. Merge onto N Shadeland Ave.

Then 0.25 miles ..... 293.41 total miles



*If you reach Rama Dr you've gone a little too far.*

Then 0.33 miles

293.74 total miles



**14.** 7304 E 21ST ST is on the **left**.

*Your destination is just past Marianne Ave.*

*If you reach N Richardt Ave you've gone about 0.1 miles too far.*

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

249-371-724-000 ✓BW



CASCADE  
CHARTER  
TOWNSHIP

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: 3.3.2016

Location of Seminar/Conference: 7880 MACKINAW TRAIL CASILLAL, MI 49601

Name of Proposed Seminar/Conference: MAY 4<sup>th</sup> 5<sup>th</sup> & 6<sup>th</sup>

Date of Proposed Seminar/Conference: \_\_\_\_\_

Description of Seminar: (may also be attached) 2016 SPRING CONFERENCE  
PIAM of Michigan

How will the Seminar/Conference benefit the employee and the Township? \_\_\_\_\_

- ACT 54 REQUIRES RESULTS TO BE MAINTAINED.

Cost of Seminar/Conference: \$ 380.00 Lodging: \$ INCLUDED Travel: \$ 65.00

Your Signature: V. C. Milito

Approvals:

Department Head: Brian White Date: 3.7.16

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

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

*(Showing Township Board approval)*



**PLUMBING INSPECTORS' ASSOCIATION OF MICHIGAN, INC.**  
 "Better Health Through Better Plumbing"  
 Founded in 1932

P. O. Box 12035  
 Lansing, MI 48901  
 Email: piami.mich@yahoo.com

**2016 Membership Application**

"Every person owes a part of his/her time to the business or industry in which he/she is engaged. No person has a moral right to withhold their support from an organization that is striving to improve conditions within their sphere."

- Theodore Roosevelt, 26<sup>th</sup> President of the United States

Name <u>VINCENT C. MILITO</u>		
Company or Jurisdiction <u>CASCADE INSPECTION SERVICES</u>		
Work Address <u>2865 THORNHILLS S.E.</u>		
City/State/Zip <u>GRAND RAPIDS MI 49546</u>		
Work Phone # <u>616.949.3265</u>	Work Fax # <u>616.949.7271</u>	Cell # <u>616.340.1058</u>
Work E-Mail <u>VMILITO@CASCADETWP.COM</u>		
Home Address <u>2288 SPRUELL RD</u>		
Home City/State/Zip <u>NEWAYGO, MI 49337</u>		
Home Phone # <u>NONE</u>	Home E-mail <u>NONE</u>	

Send all communication to  **Work**  **Home**

- Active Member – shall be actively engaged as a Plumbing Inspector in the State of Michigan or as an Administrative Officer of a Plumbing Inspector Agency or a past-elective officer who completed a full term in office.
- Associate Member – shall be a Journey Plumber, Master Plumber, Sanitary Engineer, or a Teacher of Sanitation and Plumbing.
- Contributing Member – shall be a firm or corporation engaged in the manufacture, manufacturer's agency, wholesale distribution or retail merchandising of plumbing, or the representative of the plumbing industry that is interested in promoting and furthering the objectives and purposes of the association.

If approved for membership, the undersigned agrees to abide by the Constitution of the Plumbing Inspectors' Association of Michigan.

**Dues: \$100.00 per year\***

\*PIAM dues are not deductible as a charitable contribution for Federal income tax purposes, but may be deductible under other provisions of the IRS Code.

**Registration Numbers:**  
 State Plumbing License # 8111805 (MASTER) State Plumbing Inspector License # 005362  
 Other (describe) \_\_\_\_\_  
 Signature of Applicant: Vincent C. Milito

Make check payable to: **PIAM**  
 Mail to: **P. O. Box 12035, Lansing, MI 48901**  
 Check out our website: [www.piami.org](http://www.piami.org)  
 Questions? Email us at: [piam.mich@yahoo.com](mailto:piam.mich@yahoo.com)

# Registration Form

Please complete & return the registration form

## Order Form

Select:	<u>Member</u>	<u>Non-Member</u>
<input checked="" type="checkbox"/> Full Registration, two nights stay (Includes hotel, Presidents dinner & lunch)	\$380	\$480
<input type="checkbox"/> Education only (16 hrs)	\$220	\$320
<input type="checkbox"/> One night stay (includes hotel, Presidents dinner & lunch)	\$300	\$400
<input type="checkbox"/> Thursday Education only	\$125	\$225
<input type="checkbox"/> Friday AM Education only	\$75	\$175
	Total:	<u>380.00</u>

Full registration includes all classes, Wednesday afternoon break, Thursday lunch, dinner w/break & Friday morning break.

Attendee Name: VINCENT C. MILITO  
Nickname for Badge: VINCE  
Company/Municipality: CASCADE INSPECTION SERVICES  
Address: 2865 THORNHILLS S.E.  
GRAND RAPIDS, MI 49546  
Inspector #: 005362 Phone: WRK 616.949.3765

Credit Card Payment: (circle one) MasterCard or Visa

Name on card: \_\_\_\_\_ 3-digit code: \_\_\_\_\_

C.C.# \_\_\_\_\_ Exp Date: 1 \_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_ Signature: Vincent C. Milito

Make check payable to: **PIAM** & mail registration with payment to:

**PIAM**  
**P.O. Box 12035**  
**Lansing, MI 48901**

Plumbing Inspectors Association of Michigan, Inc.

PIAM

## 2016 Spring Conference

May 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup>

Evergreen Resort  
Cadillac, Michigan



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FIRE DEPARTMENT MEMORANDUM

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**TO:** BENJAMIN SWAYZE – TOWNSHIP MANAGER  
**FROM:** CHIEF JOHN SIGG – FIRE CHIEF *John*  
**SUBJECT:** EDUCATION REIMBURSEMENT REQUEST FOR LIEUTENANT TODD STEVENSON – ORGANIZATIONAL LEADERSHIP  
**DATE:** MARCH 14, 2016  
**CC:** Township Board

---

Lieutenant Todd Stevenson is currently a graduate student at Waldorf College enrolled in their online Master's program. There are a few reasons he chose Waldorf College to obtain his Master's degree. Waldorf is a regional accredited school, with a physical campus as well as an online program. Most online schools are not properly accredited. LT. Stevenson looked at a number of colleges and universities, even some local schools, but Waldorf offered the most flexibility and cost effective solution. Waldorf allows LT. Stevenson to work on his education without interfering with his job. He doesn't have to take classes that require him to miss work while attending Waldorf. Waldorf also has the graduated degree that best fits into his current position as a Lieutenant. He is pursuing a graduate degree in Organizational Leadership with a Fire/Rescue Executive Leadership Concentration.

This degree will not only help him in his current leadership role but will also help with any promotional opportunities in the future. He is requesting education reimbursement for his upcoming class which starts March 23, 2016. FSC 6400: The Fire/Rescue Executive's Role in Emergency Management. This class covers incident management concepts and analyzes the effective management of various emergency incidents. It is a 3 unit class with a cost of \$280.00 per unit, totaling \$840.00. We do have monies in our tuition line item.

I ask that you approve this request for Lieutenant Stevenson for Organizational Leadership.



Cascade Charter Township  
Education Reimbursement Request

Conditions for Reimbursement:

- Individual courses or courses that are part of a degree, licensing or certification program must be related to the employee's current job duties or a foreseeable – future position in the organization in order to be eligible for educational assistance.
- Cascade Charter Township will reimburse employees for approved registration and tuition for work related courses taken through college or schools accredited by regional accreditation associations.
- Some electives that an employee may be required to complete for a degree may be unrelated to their particular job or government in general, and are therefore not cover by this assistance policy.

*This form must be completed by the employee and approved by the Township Board before the course is taken in order to qualify for reimbursement.*

Name: R. Todd Stevenson

Application Date: 3-3-16

Name of Educational Institution: Waldorf College

Name of Proposed Course:

FSC 6400 - The Fire/Rescue Executives  
Role in Emergency Management

\* Please see attached forms

Cost of Tuition: 840<sup>00</sup>

Your Signature: [Signature]

Account #: 206-336-745

Approvals:

Department Head: [Signature] Date: 3/11/16

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

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

*(Showing Township Board approval)*

Original to personnel file

1 copy to applicant

1 copy to Accounting

[Print](#)[Close This Window](#)

## **FSC 6400: The Fire/Rescue Executive's Role in Emergency Management**

### **Description**

The course examines the fire/rescue executive's role as an integral part of community and state emergency management systems. Students will apply their experience to conventional incident management concepts and analyze the effective management of various emergency incidents. Students will also analyze the preparedness of emergency operations centers.

### **Objectives**

1. Analyze personal experiences with the incident command system.
2. Evaluate the effectiveness of the fire department or public safety communications center.
3. Evaluate the effectiveness of the management of emergency incidents.
4. Discuss the functions of specialized teams and proactive measures for an effective disaster preparedness.
5. Examine methods to strengthen wildland firefighting mutual aid in your state.
6. Analyze the concepts of an aircraft emergency incident.
7. Discuss the fire department's role in emergency medical services.
8. Evaluate the preparedness of an emergency operations center.

### **PreRequisites**

None

### **Textbook(s)**

**The fire chief's handbook (Rev: 7th ed.)**

**Publisher:** PennWell (2015)

**Author:** Marinucci, R. A. (Ed.)

**ISBN:** 978-1593702625

**Price:** (No information available)

\* Disclaimer: Textbooks listed are based on the last open revision of the course. Prior revisions and future revisions may use different textbooks. To verify textbook information, view the course syllabus or contact Student Services at [students@waldorf.edu](mailto:students@waldorf.edu)



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Online > Academics > Programs of Study > M.A. Organizational Leadership > Fire/Rescue Executive Leadership

- CORE REQUIREMENTS
- TERM COURSE SCHEDULE
- CONTINUING EDUCATION
- PROGRAMS OF STUDY

## Master of Arts in Organizational Leadership Fire / Rescue Executive Leadership Concentration

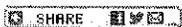


- Certificates
- A.A. Business Administration
- A.A. Communications
- A.A. Criminal Justice
- A.A. Diversity & Inclusion
- A.A. Emergency Management
- A.A. Fire Science
- A.A. Global Leadership
- A.A. Health Care Management
- A.A. Homeland Security
- A.A. Human Resource Management
- A.A. Leadership Communication
- A.A. Liberal Arts
- A.A. Management
- A.A. Occupational Safety & Health
- A.A. Psychology
- A.A. Sport Management
- B.A. Communications
- B.A. Emergency Management
- B.A. Health Care Management
- B.A. Homeland Security
- B.A. Occupational Safety
- B.A. Psychology
- B.A.S. Business Administration
- B.A.S. Communications
- B.A.S. Criminal Justice
- B.A.S. Criminal Justice Administration
- B.A.S. Emergency Management
- B.A.S. Health Care Management
- B.A.S. Fire Science Administration
- B.A.S. Homeland Security
- B.A.S. Occupational Safety
- B.A.S. Organizational Leadership
- B.A.S. Psychology
- B.S. Business Administration
- B.S. Criminal Justice
- B.S. Criminal Justice Administration
- B.S. Organizational Leadership
- B.S. Fire Science Administration
- M.A. Organizational Leadership
- Criminal Justice Leadership
- Emergency Management Leadership
- Fire/Rescue Executive Leadership
- Human Resource Development
- Public Administration Leadership
- Sport Management

The Master of Arts in Organizational Leadership at Waldorf College is designed to develop students' leadership and equip them to use that leadership as an instrument for organization change. Students evaluate their personal talents and opportunities for leadership, develop leadership knowledge and skills that can be directly applied to their chosen career fields, sharpen their decision-making as leaders, and learn how to shape organization culture. Waldorf's M.A. in Organizational Leadership includes a variety of optional applied leadership concentrations, so students may tailor their leadership to their chosen career fields.

### Request Information to Learn More

Estimated time of completion of this program is 2 1/2 years with full-time, continuous enrollment.



### Fire/Rescue Executive Leadership Concentration

The Fire/Rescue Executive Leadership concentration is designed to complement the M.A. in Organizational Leadership by providing an opportunity to apply organizational leadership to Fire/Rescue career fields.

Prefix	Number	Course	Credit Hours
<b>MA Major Requirements</b>			12
ORG	5000	Personal Leadership Development	3
ORG	5100	Leadership Theory and Practice	3
ORG	6600	Culture of Learning Organizations	3
ORG	6900	Leading Complex Change	3
<b>Professional Electives</b>			12
Choose four courses from the following or any course numbered at or above the 5000-level that is not used to satisfy other degree requirements.			
COM	5360	Crisis Communication and Leadership	3
ORG	5101	Strategic Management and Business Policy	3
ORG	5300	Ethics for Business Leadership	3
ORG	5800	Managing Project Teams	3
ORG	6700	Diversity and Inclusion in the Organization Culture	3
PA	5305	Public Finance and Budgeting	3
PA	5306	Public Policy	3
<b>Grand Total:</b>			36

Teacher Leader

ONLINE PROGRAM POLICIES	Major/Core Requirements	Credit Hours
TERM CALENDAR	<i>Major Requirements</i>	12
	<i>Concentration / Non-Concentration Requirements</i>	12
	<i>Professional Electives</i>	12
	<b>Grand Total:</b>	<b>36</b>

**Concentration Requirements: Fire / Rescue Executive Leadership**

Prefix	Number	Course	Credit Hours
<b>Applied Leadership Concentration</b>			
ORG	6000	<b>Leadership Development and Coaching</b>	3
FSC	6200	<b>The Fire/Rescue Executive's Role in Community Risk Reduction</b>	3
FSC	6400	<b>The Fire/Rescue Executive's Role in Emergency Management</b>	3
FSC	6800	<b>Executive Leadership for Fire / Rescue Officers</b>	3

**Master's Degree Requirements**

- Completion of 36-credit hour curriculum
- Minimum 3.00 cumulative GPA

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**Cascade Charter Township Fire Department Month End Report**  
**February 2016**

***Site Plan Review:***

We had no site plan reviews this month:

***Public Relations:***

We participated in one public relation program this month:

- CPR Awareness for Cub Scouts

***Meeting attendance:***

- Metro Cruise meeting
- Active Shooter Debrief meeting – Gerald R. Ford Airport
- Fire Alarm test – Library
- Fire Investigation team meeting
- Meeting with Caledonia Fire Chief
- MABAS 3603 EMS Committee meeting
- KCEMS Agency meeting
- KCEMS Executive Board meeting
- KCEMS Dispatch Review Committee meeting
- KCEMS QI meeting
- FDAC meeting
- Kent County Chiefs meeting
- Department Head meeting
- Automatic Aid meeting with Kentwood Fire

***On Site Program:***

We performed no on-sites this month:

***Fires and Fire Investigations:***

We had one reported fire or investigations this month:

- This was a reported fire with a lady trapped. It was a third hand call. After further investigation by Kent County Dispatch it was determined to be a malicious false call originating someplace in the City of Grand Rapids.

***New Hires:***

We had no new hires this month.

***Items Completed by Staff:***

- Locking and unlocking Township properties
- General repairs to apparatus and equipment
- Monthly trainings – Department
- Physical fitness

- Cleaned both stations
- Maintenance of buildings
- Department training
- Equipment Maintenance
- Public Relations
- CPR class
- Snow Removal at Township Offices, Station 1 and Station 2

**Training:**

This month's training covered the following topics.

- Department training:
  - Hazardous Material Training

**Types of Alarms:**

➤ Fire Alarms	14
➤ Automatic Aid	2
➤ Aircraft Alerts	0
➤ Bomb Threat	0
➤ CO Alarm	3
➤ Dumpster Fire	0
➤ Check Welfare	0
➤ Service Calls	2
➤ Fires	1
➤ Grass Fire	1
➤ Hazardous Incident	0
➤ Illegal Burn	1
➤ Lock Out	2
➤ Lift Assist	5
➤ Lightning Strike (no fire)	0
➤ Med 1	53
➤ Med 2	18
➤ Med 3	33
➤ Medical Alarm	3
➤ Mechanical Failure	0
➤ Mutual Aid	1
➤ Gas Leak	1
➤ Odor of Smoke	1
➤ Personal Injury Accidents	5
➤ Property Damage Accidents	7
➤ Stand By	3
➤ Search	0
➤ Technical Rescue	0
➤ Tree Down	0
➤ Vehicle Fire	2
➤ Wires Down	2
➤ Wash Downs	0
➤ Water Leak	0
<b>TOTAL</b>	<b>158</b>

**Mutual/Automatic Aid responses:**

Ada Fire	Caledonia Fire	Kentwood Fire	Lowell Township	Alto Fire	Airport Fire
MA given on possible house fire.		MA given on medical.	MA given on house fire.		

Mutual Aid=MA

Automatic Aid=AA

**Summary:**

We responded to 158 calls for assistance this month with an average turnout per incident of four (4) personnel. As of February 29, 2016, we responded to 320 calls for the year compared to 248 as of February 28, 2015. This is an increase of 72 responses from last year. We had 20 calls that overlapped during the month.



John C. Sigg  
Fire Chief

# Life EMS Ambulance January 2016 Report

## Cascade Twp

Total Responses: 97

Total Transports: 79

% Transports: 81%

### Suburban Response Interval

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

### Rural Response Interval

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

### Fractile Response Interval

Cascade Twp Suburban Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
1	7	7	9	14	5	1	0	0	0	0	0	0	0	0	44	98%	0:08:14

Cascade Twp Suburban Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	2	4	1	3	4	0	3	2	2	1	0	1	1	24	92%	0:12:58

Cascade Twp Suburban Priority 3

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	1	1	0	1	4	5	1	1	1	1	0	0	3	0	19	84%	0:14:27

Cascade Twp Rural Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	1	3	0	0	0	0	0	0	0	1	5	100%	0:13:21

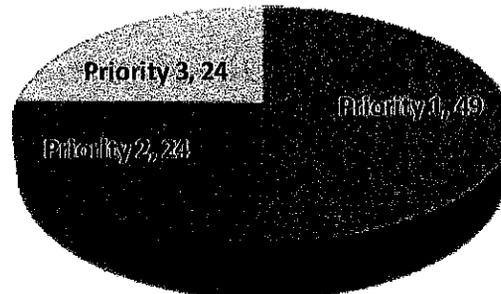
Cascade Twp Rural Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2	100%	0:12:36

Cascade Twp Rural Priority 3

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	3	1	0	0	0	1	0	0	0	0	5	100%	0:13:48

## Cascade Twp January 2016



Response Priority	Total
Priority 1	49
Priority 2	24
Priority 3	24
<b>Grand Total</b>	<b>97</b>



**CASCADE CHARTER TOWNSHIP**

**Cascade Downtown Development Authority**

**2015 Annual Report**



**Cascade Charter Township  
DDA District**

	<u>Base DDA Value</u>	<u>2015 Taxable Value</u>	<u>2015 Caputure Value</u>	<u>Cascade Tax Collections</u>	<u>Mills</u>	<u>Village</u>	<u>Interchange Area</u>	<u>Centennial Park</u>	<u>Total</u>
Village	36,500,800	75,344,314	38,843,514	Grand Rapids Community College	1.7865	69,393.94	14,338.83	-	83,732.77
Interchange Area	50,275,739	58,301,952	8,026,213	Kent County Operating	4.2803	166,261.89	34,354.60	Opt Out	200,616.49
Centennial Park	23,184,574	19,768,824	(3,415,750)	Kent County Jail	0.7893	30,659.19	6,335.09	Opt Out	36,994.28
				Kent County Senior	0.5000	19,421.76	4,013.11	Opt Out	23,434.86
				Kent County Veterans	0.0500	1,942.18	401.31	Opt Out	2,343.49
				Kent District Library	1.2800	49,719.70	10,273.55	-	59,993.25
				Cascade Charter Township Operating	0.9716	37,740.36	7,798.27	-	45,538.63
				Fire	1.3152	51,086.99	10,556.08	-	61,643.06
				Police	0.4591	17,833.06	3,684.83	-	21,517.89
				Library	0.1500	5,826.53	1,203.93	-	7,030.46
				Pathway	0.3985	15,479.14	3,198.45	-	18,677.59
				Open Space	0.2300	<u>8,934.01</u>	<u>1,846.03</u>	-	<u>10,780.04</u>
						474,298.73	98,004.07	0	572,302.80

FINANCIAL REPORTS  
GENERAL / SPECIAL FUNDS  
FEBRUARY 2016

FUND NAME	FUND BALANCE	LIABILITIES LONG TERM DEBT	BOND FINAL PAYMENT	CALLABLE DATE	CURRENT INTEREST RATE
GENERAL FUND - 101 UNASSIGNED	\$8,835,918.08				
GENERAL FUND - 101 COMMITTED NONSPENDABLE	\$ 974,543.00				
<b>GENERAL FUND BALANCE</b>	<b>\$9,810,461.08</b>				
FIRE FUND - 206 RESTRICTED	\$3,092,154.35				
FIRE FND - COMMITTED	\$ 858,000.00				
<b>FIRE FUND BALANCE</b>	<b>\$3,950,154.35</b>				
POLICE FUND - 207 RESTRICTED	\$1,563,370.74				
POLICE FUND - 207 COMMITTED	\$230,000.00				
<b>POLICE FUND BALANCE</b>	<b>\$1,793,370.74</b>				
<b>HAZMAT FUND - 208 RESTRICTED</b>	<b>\$45,443.26</b>				
CCT OPEN SPACE FUND - 209 RESTRICTED	\$602,945.35	2009 \$	4,517,938.15	2028	5/1/2019 3.25
CCT OPEN SPACE FUND - 209 COMMITTED	\$116,000.00				
AUGUST HOMEYER - 209 COMMITTED	\$ 351,872.59				
<b>CCT OPEN SPACE FUND BALANCE</b>	<b>\$1,070,817.94</b>				
DAM MAJOR REPAIR FUND - 211 RESTRICTED	\$284,204.49				
DAM MAJOR REPAIR FUND - 211 COMMITTED	\$250,000.00				
<b>DAM MAJOR REPAIR FUND BALANCE</b>	<b>\$534,204.49</b>				
PATHWAYS FUND - 216 RESTRICTED	\$1,041,405.74				
PATHWAYS FUND - 216 COMMITTED	\$ 200,000.00	REF/2012	\$551,878.04	2017	1.85
<b>PATHWAYS FUND BALANCE</b>	<b>\$1,241,405.74</b>				
		TOTAL	<b>\$551,878.04</b>		
IMPROVEMENT REVOLVING FUND	\$ 1,848,182.24	REF 2012 \$	159,076.96	2017	1.85
		TOTAL \$	<b>159,076.96</b>		
DDA FUND - 248 RESTRICTED	\$ 590,891.77	REF/2010	\$535,337.00	2020	2.80
BUILDING INSP FUND - 249 RESTRICTED	\$2,184,602.07				
<b>BUILDING INSP FUND BALANCE</b>	<b>\$2,184,602.07</b>				
LIBRARY FUND - 270 RESTRICTED	\$1,483,928.27				
LIBRARY FUND - 270 COMMITTED	\$ 595,000.00				
<b>LIBRARY FUND BALANCE</b>	<b>\$2,078,928.27</b>				
AUGUST HOMEYER/ - 408 RESTRICTED	\$0.00				
OPEN SPACE PRESERVATION FUND (MOVED TO CCT OPEN SPACE)		\$	5,764,230.15		
<b>TOTAL ALL FUNDS</b>	<b>\$25,148,461.95</b>				
TRUST AND AGENCY FUNDS					
CEMETERY TRUST FUND - 151 UNSPENDABLE	\$89,586.62				
CEMETERY TRUST FUND - 151 (COMMITTED)	\$5,000.00				
<b>TOTAL CEMETERY TRUST FUND</b>	<b>\$94,586.62</b>				
TRUST & AGENCY FUND -701	\$208,360.82				
TAX FUND - 703	\$180,053.10				
<b>TOTAL TRUST &amp; AGENCY</b>	<b>\$483,000.54</b>				

03/18/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-401-401	GENERAL PROPERTY TAXES	1,219,050.00	1,219,050.00	1,177,011.12	1,168,953.37	50,096.63	548,467.06	0.00	95.89
101-000-401-404	HYDRANT	0.00	0.00	39,921.23	0.00	0.00	0.00	0.00	0.00
101-000-401-405	STREETLIGHT	70,000.00	70,000.00	68,405.79	66,243.83	3,756.17	23,947.15	0.00	94.63
101-000-401-410	PERSONAL PROPERTY TAX	130,850.00	130,850.00	113,750.35	121,618.88	9,231.12	104,147.25	0.00	92.95
101-000-401-420	DELINQUENT TAXES	7,500.00	7,500.00	12,862.42	483.42	7,016.58	483.42	0.00	6.45
101-000-401-437	ABATEMENT TAXES	12,400.00	12,400.00	12,243.82	11,060.16	1,339.84	9,952.45	0.00	89.19
101-000-401-445	INTEREST & PENALTIES ON TAXES	12,000.00	12,000.00	14,719.40	4,999.00	7,001.00	4,999.00	0.00	41.66
101-000-401-447	TAX ADMINISTRATION FEES	530,000.00	530,000.00	516,947.75	154,005.72	375,994.28	99,515.74	0.00	29.06
101-000-450-460	CABLE / FIBER OPTIC	333,500.00	333,500.00	341,339.33	100,299.09	233,200.91	100,299.09	0.00	30.07
101-000-450-465	CABLE - PEG FEES	70,000.00	70,000.00	64,710.85	5,480.96	64,519.04	5,480.96	0.00	7.83
101-000-450-480	SOIL EROSION PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-450-490	DOG LICENSES	300.00	300.00	112.80	27.20	272.80	27.20	0.00	9.07
101-000-450-498	OTHER PERMITS	750.00	750.00	960.00	175.00	575.00	45.00	0.00	23.33
101-000-451-000	LIQUOR LICENSE	20,000.00	20,000.00	20,683.30	0.00	20,000.00	0.00	0.00	0.00
101-000-539-010	DEQ-SAW GRANT 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-539-576	STATE SHARED REV.-SALES TAX	1,408,515.00	1,408,515.00	1,332,799.00	224,062.00	1,184,453.00	224,062.00	0.00	15.91
101-000-539-579	ELECTION REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-539-580	STATE SHARED REV-EVIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-539-581	PA 48 (METRO AUTHORITY)	10,500.00	10,500.00	11,132.05	500.00	10,000.00	500.00	0.00	4.76
101-000-569-000	STATE GRANT- OTHERS	0.00	0.00	4,002.49	0.00	0.00	0.00	0.00	0.00
101-000-600-607	EAST GR ZONING FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-600-608	PLANNING AND ZONING FEES	25,000.00	25,000.00	33,711.72	1,164.25	23,835.75	345.25	0.00	4.66
101-000-600-609	LIQUOR LICENSE INSPECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-600-610	SUMMER TAX COLLECTION FEE	25,600.00	25,600.00	25,533.20	0.00	25,600.00	0.00	0.00	0.00
101-000-600-611	SEWER & WATER IMPLEMENTATION	20,000.00	20,000.00	73,127.51	908.45	19,091.55	0.00	0.00	4.54
101-000-600-614	PA 198 TAX APPLICATION FEE	2,000.00	2,000.00	4,000.00	1,000.00	1,000.00	0.00	0.00	50.00
101-000-600-626	PASSPORT APPLICATION FEE	20,000.00	20,000.00	20,625.00	5,500.00	14,500.00	2,800.00	0.00	27.50
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	15,000.00	15,000.00	17,375.00	2,675.00	12,325.00	2,175.00	0.00	17.83
101-000-600-636	CEMETERY-CARE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-600-644	NSF FEES	100.00	100.00	0.00	0.00	100.00	0.00	0.00	0.00
101-000-600-647	YARD WASTE TAG FEE	2,000.00	2,000.00	2,177.20	0.00	2,000.00	0.00	0.00	0.00
101-000-600-648	SALE OF PRINTED MATERIAL	200.00	200.00	143.68	0.00	200.00	0.00	0.00	0.00
101-000-656-000	ORDINANCE FINES	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00
101-000-665-000	INTEREST ON INVESTMENTS	61,000.00	61,000.00	35,388.35	56.04	60,943.96	56.04	0.00	0.09
101-000-665-001	INTEREST TIMMONS FUND	150.00	150.00	197.17	16.72	133.28	16.72	0.00	11.15
101-000-665-002	DAM LEASE PAYMENTS	70,400.00	70,400.00	70,855.74	17,603.91	52,796.09	17,603.91	0.00	25.01
101-000-665-003	RENTAL OF FACILITIES	1,200.00	1,200.00	1,372.50	265.00	935.00	205.00	0.00	22.08
101-000-665-004	CELLULAR TOWERS	96,000.00	96,000.00	95,670.75	28,721.73	67,278.27	2,751.19	0.00	29.92
101-000-665-031	INTEREST ON INVESTMENT- WELLS FAR	0.00	0.00	1,246.58	424.66	(424.66)	0.00	0.00	100.00
101-000-665-200	INTEREST ON INVESTMENT FHR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-665-210	INTEREST ON INVEST-GF COAMERICA 9:	5,000.00	5,000.00	4,872.77	0.00	5,000.00	0.00	0.00	0.00
101-000-671-010	MISC- SAW GRANT MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-671-653	PARK INCOME	6,500.00	6,500.00	6,255.00	675.00	5,825.00	225.00	0.00	10.38
101-000-671-671	MISCELLANEOUS INCOME	4,000.00	4,000.00	2,612.09	10,507.17	(6,507.17)	10,417.47	0.00	262.68
101-000-671-672	SALE OF VOTER REG INFO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-671-675	DONATIONS	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00
101-000-671-676	PARK DONATIONS	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00
101-000-671-680	MISC INCOME - TRANSIT TICKETS	0.00	0.00	0.00	(2,871.00)	2,871.00	(3,520.00)	0.00	100.00
101-000-671-683	REIMBURSEMENTS/REFUNDS	1,000.00	1,000.00	(286,967.22)	(41.56)	1,041.56	0.00	0.00	(4.16)
101-000-672-888	FOREST SHORES SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-673-000	SALE OF ASSETS	0.00	0.00	0.00	25.00	(25.00)	25.00	0.00	100.00
101-000-674-000	4TH OF JULY SPONSORS	18,000.00	18,000.00	14,650.00	6,700.00	11,300.00	6,700.00	0.00	37.22
101-000-674-200	HALLOWEEN SPONSORS	2,000.00	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00	0.00
101-000-676-000	ELECTION REIMBURSEMENT	0.00	0.00	8,042.05	0.00	0.00	0.00	0.00	0.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECT	86,000.00	86,000.00	120,854.65	10,740.55	75,259.45	4,319.75	0.00	12.49
101-000-679-200	INTERFUND REIMBURSEMENT/LIBRARY	16,336.00	16,336.00	16,336.00	0.00	16,336.00	0.00	0.00	0.00
101-000-698-400	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-698-500	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699-100	TRANSFER FROM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699-209	INTERFUND REIMB CCT OPEN SPACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-699-246	TRF FROM IRF	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00
101-000-699-248	TRF FROM DDA	94,340.00	94,340.00	94,340.00	0.00	94,340.00	0.00	0.00	0.00
101-000-699-888	TRF FROM IRF-FOREST SHORES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		4,402,191.00	4,402,191.00	4,125,421.44	1,941,979.55	2,460,211.45	1,166,046.65	0.00	44.11

03/18/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
TOTAL Revenues		4,402,191.00	4,402,191.00	4,125,421.44	1,941,979.55	2,460,211.45	1,166,046.65	0.00	44.11
Expenditures									
Dept 101-TOWNSHIP BOARD									
101-101-703-000	TRUSTEE SALARIES	23,353.00	23,353.00	22,208.21	3,892.00	19,461.00	1,946.00	0.00	16.67
101-101-710-000	TRUSTEE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-101-723-000	TOWNSHIP DUES	16,175.00	16,175.00	15,987.73	336.00	15,839.00	0.00	0.00	2.08
101-101-724-000	EDUCATION	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00	0.00	0.00
101-101-860-000	TRUSTEE MILEAGE	250.00	250.00	0.00	0.00	250.00	0.00	0.00	0.00
101-101-862-500	TRUSTEE EXPENSE ACCOUNT	500.00	500.00	156.07	0.00	500.00	0.00	0.00	0.00
101-101-924-100	TRUSTEE CELL PHONES	750.00	750.00	368.73	128.26	621.74	64.13	0.00	17.10
101-101-981-000	TRUSTEE SMALL EQUIP AND FURNITURE	1,000.00	1,000.00	4,185.03	0.00	1,000.00	0.00	0.00	0.00
Total Dept 101-TOWNSHIP BOARD		43,728.00	43,728.00	42,905.77	4,356.26	39,371.74	2,010.13	0.00	9.96
Dept 171-SUPERVISOR/MANAGER									
101-171-703-000	SUPERVISOR SALARY	11,461.00	11,461.00	8,104.06	1,910.08	9,550.92	955.04	0.00	16.67
101-171-703-200	ASSIGNABLE SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-171-706-000	MANAGERS SALARY	103,233.00	103,233.00	102,816.86	16,167.24	87,065.76	8,089.48	0.00	15.66
101-171-706-200	ASST TO THE MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-171-710-000	SUPERVISOR EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-171-711-000	MANAGER EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-171-723-000	SUP/MGR MEMBERSHIPS AND DUES	1,965.00	1,965.00	1,122.80	260.00	1,705.00	260.00	0.00	13.23
101-171-724-000	EDUCATION	3,300.00	3,300.00	3,627.17	0.00	3,300.00	0.00	0.00	0.00
101-171-725-000	DEPARTMENT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-171-725-100	TUITION REIMBURSEMENT	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00
101-171-860-000	SUP/MGR/DEPT MILEAGE	3,400.00	3,400.00	3,072.18	49.72	3,350.28	49.72	0.00	1.46
101-171-862-500	SUPERVISOR EXPENSE ACCOUNT	500.00	500.00	101.17	0.00	500.00	0.00	0.00	0.00
101-171-862-550	MANAGER EXPENSE ACCOUNT	650.00	650.00	170.87	34.99	615.01	34.99	0.00	5.38
101-171-863-000	MANAGER VEHICLE MAINT/FUEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-171-901-000	MANAGER PUBLICATIONS	500.00	500.00	59.00	0.00	500.00	0.00	0.00	0.00
101-171-925-000	MANAGER CELL PHONE	1,700.00	1,700.00	2,183.51	272.25	1,427.75	177.49	0.00	16.01
101-171-967-000	SPECIAL PROJECTS	2,000.00	2,000.00	7,000.00	0.00	2,000.00	0.00	0.00	0.00
101-171-981-000	SMALL EQUIPMENT/FURNITURE	2,400.00	2,400.00	1,216.85	1,321.70	1,078.30	1,321.70	0.00	55.07
Total Dept 171-SUPERVISOR/MANAGER		133,609.00	133,609.00	129,474.47	20,015.98	113,593.02	10,888.42	0.00	14.98
Dept 215-CLERK									
101-215-703-000	CLERK SALARY	11,461.00	11,461.00	9,723.90	1,910.08	9,550.92	955.04	0.00	16.67
101-215-704-000	DEPUTY CLERK	6,569.00	6,569.00	7,104.92	0.00	6,569.00	0.00	0.00	0.00
101-215-704-050	HR DIRECTOR	59,118.00	59,118.00	57,118.22	10,105.60	49,012.40	5,052.80	0.00	17.09
101-215-704-100	ADDITIONAL HELP/OVERTIME	2,500.00	2,500.00	68.31	0.00	2,500.00	0.00	0.00	0.00
101-215-710-000	CLERK EXPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-215-723-000	CLERK MEMBERSHIPS AND DUES	550.00	550.00	340.00	30.00	520.00	0.00	0.00	5.45
101-215-724-000	EDUCATION	2,400.00	2,400.00	1,464.41	370.00	2,030.00	370.00	0.00	15.42
101-215-725-000	CLERK TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-215-860-000	CLERK MILEAGE	600.00	600.00	576.73	47.52	552.48	0.00	0.00	7.92
101-215-862-500	CLERK'S EXPENSE ACCOUNT	100.00	100.00	12.00	0.00	100.00	0.00	0.00	0.00
101-215-870-000	TRANSITION-CONSULTING SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-215-925-000	CLERK CELL PHONE	1,100.00	1,100.00	1,327.59	163.96	936.04	82.05	0.00	14.91
101-215-981-000	SMALL EQUIPMENT/FURNITURE	1,200.00	1,200.00	0.00	1,435.99	(235.99)	199.99	0.00	119.67
Total Dept 215-CLERK		85,598.00	85,598.00	77,736.08	14,063.15	71,534.85	6,659.88	0.00	16.43
Dept 253-TREASURER									
101-253-703-000	TREASURER SALARY	11,461.00	11,461.00	8,959.74	1,910.08	9,550.92	955.04	0.00	16.67
101-253-707-000	DEPUTY TREASURER	51,941.00	51,941.00	50,854.85	8,880.01	43,060.99	4,440.00	0.00	17.10
101-253-707-050	ACCOUNT CLERK I	5,772.00	5,772.00	5,576.00	0.00	5,772.00	0.00	0.00	0.00
101-253-707-060	ACCOUNT CLERK II	46,759.00	46,759.00	45,717.12	7,193.60	39,565.40	3,596.80	0.00	15.38
101-253-707-100	ADDITIONAL HELP/OVERTIME	2,500.00	2,500.00	2,038.00	822.00	1,678.00	486.00	0.00	32.88
101-253-710-000	TREASURER EXPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	600.00	600.00	485.00	200.00	400.00	0.00	0.00	33.33
101-253-724-000	EDUCATION	3,000.00	3,000.00	3,618.09	0.00	3,000.00	0.00	0.00	0.00
101-253-725-000	EDUCATION/TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-253-860-000	TREASURER MILEAGE	600.00	600.00	408.01	0.00	600.00	0.00	0.00	0.00
101-253-862-500	TREASURER'S EXPENSE ACCOUNT	300.00	300.00	107.19	0.00	300.00	0.00	0.00	0.00
101-253-900-000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-253-924-100	TREASURER'S CELL PHONES	250.00	250.00	64.12	32.06	217.94	16.03	0.00	12.82
101-253-939-000	TREASURER SERVICE CONTRACTS	2,300.00	2,300.00	2,199.00	0.00	2,300.00	0.00	0.00	0.00
101-253-981-000	SMALL EQUIPMENT/FURNITURE	1,000.00	1,000.00	1,623.93	0.00	1,000.00	0.00	0.00	0.00
Total Dept 253-TREASURER		126,483.00	126,483.00	121,651.05	19,037.75	107,445.25	9,493.87	0.00	15.05

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
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GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
Dept 257-ASSESSING										
101-257-703-000	ASSESSOR	85,066.00	85,066.00	80,123.82	13,087.00	71,979.00	6,543.50	0.00	15.38	
101-257-704-000	DEPUTY ASSESSOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-706-000	ASSESSING BOARD OF REVIEW EXPENSE	3,370.00	3,370.00	2,211.73	0.00	3,370.00	0.00	0.00	0.00	
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	57,143.00	57,143.00	52,665.43	6,849.57	50,293.43	4,566.38	0.00	11.99	
101-257-708-500	RESIDENTIAL APPRAISER	44,400.00	44,400.00	39,481.75	6,830.76	37,569.24	3,415.38	0.00	15.38	
101-257-709-000	WAGES/SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-710-000	ASSESSING EXPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	1,514.00	1,514.00	1,412.50	0.00	1,514.00	0.00	0.00	0.00	
101-257-724-000	EDUCATION	7,615.00	7,615.00	5,180.46	62.10	7,552.90	62.10	0.00	0.82	
101-257-727-000	ASSESSING OFFICE SUPPLIES	800.00	800.00	389.48	0.00	800.00	0.00	0.00	0.00	
101-257-787-000	BOARD OF REVIEW OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-801-000	ASSESSING CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-257-860-000	ASSESSING MILEAGE	2,900.00	2,900.00	1,718.18	120.96	2,779.04	120.96	0.00	4.17	
101-257-862-500	ASSESSING EXPENSE ACCOUNT	100.00	100.00	92.47	0.00	100.00	0.00	0.00	0.00	
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	5,200.00	5,200.00	2,540.99	90.00	5,110.00	0.00	0.00	1.73	
101-257-924-100	CELL PHONES/DATA	250.00	250.00	0.00	32.06	217.94	16.03	0.00	12.82	
101-257-939-000	ASSESSING SERVICE CONTRACTS	3,500.00	3,500.00	3,249.20	1,936.00	2,133.20	1,936.00	(569.20)	39.05	
101-257-981-000	ASSESSING SMALL EQUIP AND FURNITURE	2,375.00	2,375.00	377.48	1,660.38	714.62	0.00	0.00	69.91	
Total Dept 257-ASSESSING		214,233.00	214,233.00	189,443.49	30,668.83	184,133.37	16,660.35	(569.20)	14.05	
Dept 262-ELECTIONS										
101-262-703-000	ELECTION SALARIES/PT HELP	27,000.00	27,000.00	3,927.86	0.00	27,000.00	0.00	0.00	0.00	
101-262-703-100	WAGES & SALARIES- EK	7,000.00	7,000.00	1,865.20	0.00	7,000.00	0.00	0.00	0.00	
101-262-756-000	ELECTION SUPPLIES	6,000.00	6,000.00	609.72	0.00	6,000.00	0.00	0.00	0.00	
101-262-788-000	ELECTION MISC EXPENSES	6,000.00	6,000.00	1,687.42	15.48	5,984.52	7.74	0.00	0.26	
101-262-801-000	ELECTION CONTRACT INSPECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-262-932-000	MAINT/OFFICE EQUIP & COMPUTER RE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 262-ELECTIONS		46,000.00	46,000.00	8,090.20	15.48	45,984.52	7.74	0.00	0.03	
Dept 265-BUILDING AND GROUNDS										
101-265-707-000	BLDG & GROUNDS SUPERVISOR	44,778.00	44,778.00	39,296.85	6,889.61	37,888.39	3,444.80	0.00	15.39	
101-265-707-100	BLDG & GROUNDS ADDITIONAL HELP	58,520.00	58,520.00	42,576.43	234.00	58,286.00	234.00	0.00	0.40	
101-265-707-200	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	30,878.64	5,075.20	27,912.80	2,537.60	0.00	15.38	
101-265-707-250	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	33,983.18	5,114.85	27,873.15	2,577.25	0.00	15.51	
101-265-707-300	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	33,374.63	4,860.80	28,127.20	2,430.40	0.00	14.74	
101-265-707-400	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	31,476.65	5,106.92	27,881.08	2,569.32	0.00	15.48	
101-265-709-000	WAGES/SALARIES OVERTIME	7,500.00	7,500.00	7,231.76	385.77	7,114.23	95.16	0.00	5.14	
101-265-710-000	BLDG & GROUNDS EXPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-723-000	BLDG & GRDS MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-724-000	EDUCATION	750.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00	
101-265-725-000	EDUCATION/TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-768-000	BLDG & GROUNDS UNIFORMS	3,100.00	3,100.00	1,530.07	674.84	2,425.16	647.92	0.00	21.77	
101-265-801-000	B&G CONTRACT LAWN/SNOW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-802-200	JANITORIAL CONTRACT	8,300.00	8,300.00	5,544.00	462.00	2,756.00	462.00	5,082.00	66.80	
101-265-810-000	INSURANCE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-860-000	MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-863-000	BLDG & GRDS VEHICLE MAINTENANCE	35,000.00	35,000.00	23,243.25	6,176.38	28,575.31	6,176.38	248.31	18.36	
101-265-864-000	BLDG & GRDS VEHICLE FUEL	17,000.00	17,000.00	28,156.41	2,314.55	14,231.34	2,033.01	454.11	16.29	
101-265-921-000	COMPLEX ELECTRICITY	30,000.00	30,000.00	28,738.79	2,668.19	27,331.81	2,668.19	0.00	8.89	
101-265-923-000	COMPLEX HEATING	12,000.00	12,000.00	7,925.45	1,457.80	10,542.20	1,457.80	0.00	12.15	
101-265-924-000	COMPLEX PHONES	8,000.00	8,000.00	8,602.98	1,496.60	6,503.40	932.45	0.00	18.71	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	1,700.00	1,700.00	2,845.52	321.57	1,378.43	131.82	0.00	18.92	
101-265-927-000	COMPLEX WATER-SEWER	7,500.00	7,500.00	6,446.76	811.68	6,688.32	811.68	0.00	10.82	
101-265-931-000	COMPLEX MAINTENANCE	60,000.00	60,000.00	25,610.65	1,484.52	43,412.60	895.11	15,102.88	27.65	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	12,250.00	12,250.00	12,036.16	0.00	10,750.00	0.00	1,500.00	12.24	
101-265-939-000	SERVICE CONTRACTS	750.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00	
101-265-945-000	OUTDOOR WARNING SIRENS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-958-000	SOFTWARE SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-960-000	MUSEUM UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-961-000	MUSEUM MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-962-000	MUSEUM WATER-SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-963-000	MUSEUM JANITORIAL CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-265-964-000	FLOWER BEDS & LANDSCAPE MAINT	0.00	0.00	1,794.52	0.00	0.00	0.00	0.00	0.00	
101-265-981-000	SMALL EQUIPMENT/FURNITURE	2,000.00	2,000.00	2,920.33	199.99	1,800.01	199.99	0.00	10.00	
Total Dept 265-BUILDING AND GROUNDS		441,100.00	441,100.00	374,213.03	45,735.27	372,977.43	30,304.88	22,387.30	15.44	
Dept 276-CEMETERY										

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		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	
101-276-820-000	BACKHOE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-276-821-000	ENGINEERING COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-276-860-000	MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-276-921-000	CEMETERY ELECTRICITY	1,000.00	1,000.00	1,624.85	85.85	914.15	85.85	0.00	8.59
101-276-931-000	MAINT & REPAIR/IMPROVEMENTS	3,000.00	3,000.00	6,117.22	0.00	3,000.00	0.00	0.00	0.00
101-276-932-000	CEMETERY MAINT	4,000.00	4,000.00	1,815.93	0.00	4,000.00	0.00	0.00	0.00
101-276-981-000	SMALL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 276-CEMETERY		8,000.00	8,000.00	9,558.00	85.85	7,914.15	85.85	0.00	1.07
Dept 295-ADMINISTRATIVE									
101-295-704-000	SR ACCOUNTANT	61,422.00	61,422.00	59,215.13	9,449.61	51,972.39	4,724.81	0.00	15.38
101-295-704-050	HR DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-707-000	ADMINISTRATIVE CLERK I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-708-000	ADMIN ADDITIONAL HELP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-709-000	WAGES/SALARIES OVERTIME	1,000.00	1,000.00	559.07	354.36	645.64	0.00	0.00	35.44
101-295-723-000	MEMBERSHIP AND DUES	475.00	475.00	415.00	0.00	475.00	0.00	0.00	0.00
101-295-724-000	EDUCATION	1,900.00	1,900.00	1,541.73	0.00	1,900.00	0.00	0.00	0.00
101-295-725-100	TUITION REIMBURSEMENT	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
101-295-726-000	EMPLOYEE TRAINING	3,000.00	3,000.00	2,170.00	0.00	3,000.00	0.00	0.00	0.00
101-295-727-000	OFFICE SUPPLIES	10,000.00	10,000.00	8,613.85	2,057.51	4,517.33	1,212.88	3,425.16	54.83
101-295-730-000	POSTAGE	15,000.00	15,000.00	14,074.74	0.00	15,000.00	0.00	0.00	0.00
101-295-757-000	MISCELLANEOUS SUPPLIES/EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-787-000	OTHER EXPENSES	10,700.00	10,700.00	7,250.61	633.93	8,152.39	407.22	1,913.68	23.81
101-295-787-300	OTHER EXP - POSITIVE PAY FEE	1,000.00	1,000.00	50.00	0.00	1,000.00	0.00	0.00	0.00
101-295-788-000	ORDINANCE VIOLATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-807-000	AUDIT FEES & SERVICES	14,320.00	14,320.00	14,600.00	0.00	14,320.00	0.00	0.00	0.00
101-295-810-000	INSURANCE/CONTRACT SVCS	13,330.00	13,330.00	12,916.00	13,225.80	(13,121.60)	13,225.80	13,225.80	198.44
101-295-811-000	MUN NOTE DISCOUNT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-814-000	TAX/ASSESSING ADMIN COSTS	21,000.00	21,000.00	18,004.12	3,721.12	13,557.76	3,721.12	3,721.12	35.44
101-295-815-000	COMPUTER COSTS-ISP	3,500.00	3,500.00	1,505.00	358.00	264.00	130.00	2,878.00	92.46
101-295-815-100	COMPUTER COSTS-WEB SITE	7,000.00	7,000.00	3,938.00	0.00	7,000.00	0.00	0.00	0.00
101-295-815-300	COMPUTER COST - BSA ANNUAL SUPPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-816-000	INSECT/WEED CONTROL	33,800.00	33,800.00	49,220.00	0.00	33,800.00	0.00	0.00	0.00
101-295-818-100	CONTRACT SERVICE- TEMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-821-000	ENGINEERING COSTS	35,000.00	35,000.00	105,934.00	2,620.94	32,379.06	0.00	0.00	7.49
101-295-821-295	ENGINEERING- TOWN HALL	0.00	0.00	19,654.18	0.00	0.00	0.00	0.00	0.00
101-295-822-000	BURTON ST S&W ENGINEERING DESIGN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-826-000	LEGAL FEES	30,000.00	30,000.00	31,994.30	8,587.10	21,412.90	8,587.10	0.00	28.62
101-295-827-000	LIB SPACE STUDY/BOND ISSUANCE COS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-827-100	SPACE STUDY-ARCH DEV/PLANNING MI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-860-000	ADMINISTRATIVE MILEAGE	500.00	500.00	414.30	0.00	500.00	0.00	0.00	0.00
101-295-881-000	FOURTH OF JULY	50,000.00	50,000.00	45,328.19	0.00	50,000.00	0.00	0.00	0.00
101-295-881-200	HALLOWEEN	2,500.00	2,500.00	2,033.06	0.00	2,500.00	0.00	0.00	0.00
101-295-881-300	KDL MUSIC PROGRAMING	3,000.00	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00	0.00
101-295-882-000	SENIOR CITIZENS	1,900.00	1,900.00	1,802.50	0.00	1,900.00	0.00	0.00	0.00
101-295-885-000	NEWSLETTER	23,000.00	23,000.00	21,154.83	4,479.92	0.00	4,479.92	18,520.08	100.00
101-295-900-000	PRINTING/PUBLISHING	7,500.00	7,500.00	3,391.69	147.00	7,353.00	147.00	0.00	1.96
101-295-901-000	PUBLICATIONS	0.00	0.00	0.00	395.00	(395.00)	0.00	0.00	100.00
101-295-924-100	CELL PHONES/DATA	500.00	500.00	48.09	32.06	467.94	16.03	0.00	6.41
101-295-939-000	SERVICE CONTRACTS	11,700.00	11,700.00	13,427.60	1,296.35	3,915.00	1,206.78	6,488.65	66.54
101-295-941-000	POSTAGE MACHINE LEASE	3,000.00	3,000.00	2,700.00	0.00	3,000.00	0.00	0.00	0.00
101-295-950-000	PROPERTY TAX REFUNDS	3,000.00	3,000.00	2,354.62	(386.80)	3,386.80	293.27	0.00	(12.89)
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	35,000.00	35,282.65	0.00	35,000.00	0.00	0.00	0.00
101-295-952-000	REGIS	37,898.00	37,898.00	56,847.00	0.00	37,898.00	0.00	0.00	0.00
101-295-952-100	KENT COUNTY AERIAL PHOTO	3,500.00	3,500.00	3,294.41	0.00	3,500.00	0.00	0.00	0.00
101-295-954-000	NPDES PHASE II	2,900.00	2,900.00	2,855.00	0.00	2,900.00	0.00	0.00	0.00
101-295-955-000	COMMUNITY MEDIA CENTER	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00
101-295-956-000	RIGHT PLACE PROGRAM CONTRIBUTIOI	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00
101-295-957-000	GENERAL FUND PHYSICAL EXAMS	2,000.00	2,000.00	1,575.00	131.00	1,869.00	131.00	0.00	6.55
101-295-964-100	ADMIN HOOKUP REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-295-967-000	SPECIAL PROJECTS	35,000.00	35,000.00	22,872.50	1,550.00	33,450.00	0.00	0.00	4.43
101-295-981-000	SMALL EQUIPMENT/FURNITURE	3,700.00	3,700.00	1,341.08	1,136.01	2,563.99	0.00	0.00	30.70
Total Dept 295-ADMINISTRATIVE		500,545.00	500,545.00	581,378.25	49,788.91	400,583.60	38,282.93	50,172.49	19.97
Dept 445-DRAIN									
101-445-816-000	DRAIN MAINTENANCE	12,000.00	12,000.00	2,914.28	0.00	12,000.00	0.00	0.00	0.00
101-445-817-000	DRAIN CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-445-818-000	STORM WATER GRANT MATCH/KCDC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-445-818-010	STORM WATER/SAW GRANT CONTR SE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
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GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
101-445-821-000	DRAIN ENGINEERING	40,000.00	40,000.00	42,581.52	1,921.50	38,078.50	0.00	0.00	4.80
101-445-822-000	ILLCIT DISCHARGE PLAN	500.00	500.00	500.00	0.00	500.00	0.00	0.00	0.00
101-445-823-000	DRAIN/STORM WATER PERMIT	400.00	400.00	400.00	0.00	400.00	0.00	0.00	0.00
Total Dept 445-DRAIN		52,900.00	52,900.00	46,395.80	1,921.50	50,978.50	0.00	0.00	3.63
Dept 446-ROADS									
101-446-818-000	DUST CONTROL LAYER	3,300.00	3,300.00	2,749.60	0.00	3,300.00	0.00	0.00	0.00
101-446-819-000	ROAD REPAIR	1,000.00	1,000.00	181.95	0.00	1,000.00	0.00	0.00	0.00
101-446-820-000	ROAD CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-446-821-000	ROAD OVERLAYS	350,000.00	350,000.00	434,731.69	0.00	350,000.00	0.00	0.00	0.00
101-446-821-500	ROAD ENGINEERING STUDIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00
Total Dept 446-ROADS		357,300.00	357,300.00	437,663.24	0.00	357,300.00	0.00	0.00	0.00
Dept 447-YARD WASTE REMOVAL									
101-447-787-000	YARD WASTE OTHER EXPENSES	600.00	600.00	0.00	0.00	600.00	0.00	0.00	0.00
101-447-818-000	CONTRACTED SERVICES	34,000.00	34,000.00	25,691.17	0.00	34,000.00	0.00	0.00	0.00
101-447-820-000	SPRING/FALL CLEAN-UP	27,000.00	27,000.00	17,288.88	0.00	27,000.00	0.00	0.00	0.00
Total Dept 447-YARD WASTE REMOVAL		61,600.00	61,600.00	42,980.05	0.00	61,600.00	0.00	0.00	0.00
Dept 448-STREET LIGHTS									
101-448-926-000	STREETLIGHTING	120,000.00	120,000.00	112,984.61	8,719.37	111,280.63	8,719.37	0.00	7.27
101-448-927-100	TRAFFIC SIGNALS	3,000.00	3,000.00	719.18	46.28	2,953.72	46.28	0.00	1.54
Total Dept 448-STREET LIGHTS		123,000.00	123,000.00	113,703.79	8,765.65	114,234.35	8,765.65	0.00	7.13
Dept 463-HYDRANTS									
101-463-944-000	HYDRANT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 463-HYDRANTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 652-TRANSPORTATION									
101-652-859-000	TRANSPORTATION SERVICES	77,000.00	77,000.00	73,500.50	0.00	77,000.00	0.00	0.00	0.00
101-652-860-000	MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-652-861-000	BUS SERVICE 33RD & 36TH	29,004.00	29,004.00	28,208.16	2,386.71	0.00	2,386.71	26,617.29	100.00
101-652-861-100	BUS SERVICE 28TH ST	308,400.00	308,400.00	0.00	0.00	0.00	0.00	308,400.00	100.00
Total Dept 652-TRANSPORTATION		414,404.00	414,404.00	101,708.66	2,386.71	77,000.00	2,386.71	335,017.29	81.42
Dept 721-PLANNING									
101-721-703-000	COMMUNITY DEVELOPMENT DIRECTOF	83,374.00	83,374.00	79,546.78	12,826.68	70,547.32	6,413.34	0.00	15.38
101-721-704-000	FRONT DESK CLERK (PT)	37,077.00	37,077.00	31,449.24	5,509.14	31,567.86	2,867.08	0.00	14.86
101-721-704-500	PLANNING INTERN	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
101-721-705-500	DDA ECONOMIC DEVELOPMENT DIRECI	63,006.00	63,006.00	62,977.11	9,693.12	53,312.88	4,846.56	0.00	15.38
101-721-705-550	COMMUNITY STANDARDS OFFICER	24,910.00	24,910.00	14,496.76	2,315.36	22,594.64	1,497.00	0.00	9.29
101-721-706-000	PLANNING COMMISSION PER DIEM	9,000.00	9,000.00	4,565.00	0.00	9,000.00	0.00	0.00	0.00
101-721-707-000	ZONING BOARD PER DIEM	3,000.00	3,000.00	1,835.00	0.00	3,000.00	0.00	0.00	0.00
101-721-708-000	WAGES/SALARIES-PLANNING OVERTIM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-709-000	WAGES AND SALARIES PLANNING-OVEI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-710-000	PLANNING EXPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	1,000.00	1,000.00	839.00	400.00	295.00	400.00	305.00	70.50
101-721-724-000	EDUCATION	4,000.00	4,000.00	933.93	0.00	4,000.00	0.00	0.00	0.00
101-721-725-000	PLANNING TUITION REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-727-000	COMM DEV SUPPLIES	500.00	500.00	6.35	0.00	500.00	0.00	0.00	0.00
101-721-768-000	COMM DEV UNIFORMS	500.00	500.00	268.22	0.00	500.00	0.00	0.00	0.00
101-721-787-000	PLANNING OTHER EXP/MINUTES	500.00	500.00	179.29	0.00	500.00	0.00	0.00	0.00
101-721-818-000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-860-000	COMM DEV MILEAGE	1,200.00	1,200.00	200.17	0.00	1,200.00	0.00	0.00	0.00
101-721-862-500	COMM DEV EXPENSE ACCOUNT	500.00	500.00	267.24	0.00	500.00	0.00	0.00	0.00
101-721-900-000	PRINTING & PUBLISHING	10,000.00	10,000.00	7,474.40	129.00	9,871.00	129.00	0.00	1.29
101-721-901-000	DIGITAL IMAGING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
101-721-925-000	COMM DEV CELL/DATA	1,700.00	1,700.00	1,388.40	350.07	1,349.93	217.14	0.00	20.59
101-721-950-000	PLANNING REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-967-000	SPECIAL PROJECTS	30,000.00	30,000.00	18,572.00	0.00	26,370.00	0.00	3,630.00	12.10
101-721-967-050	PARK REC PLAN UPDATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-981-000	COMM DEV SMALL EQUIP AND FURNITI	1,200.00	1,200.00	2,365.10	1,136.01	63.99	0.00	0.00	94.67
Total Dept 721-PLANNING		281,467.00	281,467.00	227,363.99	32,359.38	245,172.62	16,370.12	3,935.00	12.89
Dept 756-PARKS									
101-756-756-000	PARK OPERATING SUPPLIES	4,000.00	4,000.00	3,394.69	281.10	(5,403.40)	281.10	9,122.30	235.09
101-756-921-000	PARK ELECTRICITY	5,800.00	5,800.00	4,828.26	589.59	5,210.41	589.59	0.00	10.17
101-756-924-000	PARK PHONES	1,000.00	1,000.00	725.78	122.31	877.69	100.52	0.00	12.23
101-756-927-000	PARK WATER-SEWER	3,200.00	3,200.00	2,848.53	0.00	3,200.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
101-756-935-000	PARK MAINTENANCE	33,300.00	33,300.00	49,152.19	2,739.45	24,038.55	242.93	6,522.00	27.81	
101-756-937-000	STORM WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-756-960-000	MUSEUM UTILITIES/UNEMPLOYMENT C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-756-981-000	SMALL EQUIPMENT/FURNITURE	300.00	300.00	0.00	0.00	300.00	0.00	0.00	0.00	
Total Dept 756-PARKS		47,600.00	47,600.00	60,949.45	3,732.45	28,223.25	1,214.14	15,644.30	40.71	
Dept 803-HISTORICAL										
101-803-757-000	HISTORICAL MISCELLANEOUS EXP	250.00	250.00	0.00	0.00	250.00	0.00	0.00	0.00	
101-803-758-000	PROJECTS, PROMOTIONS & PROGRAM	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	
101-803-759-000	SUPPLIES, POSTAGE & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-803-760-000	SURVEY PROJECT MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-803-921-000	MUSEUM - ELECTRICITY	720.00	720.00	689.46	113.94	606.06	113.94	0.00	15.83	
101-803-923-000	MUSEUM - HEATING/UTILITY	1,140.00	1,140.00	943.14	173.93	966.07	173.93	0.00	15.26	
101-803-927-000	MUSEUM WATER-SEWER	260.00	260.00	251.72	0.00	260.00	0.00	0.00	0.00	
101-803-960-000	MUSEUM UTILITIES/UNEMPLOYMENT C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-803-961-000	MUSEUM MAINTENANCE	2,400.00	2,400.00	1,364.38	0.00	1,767.48	0.00	632.52	26.36	
101-803-962-000	MUSEUM WATER&SEWER(CHG TO 927-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-803-981-000	SMALL EQUIPMENT/FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 803-HISTORICAL		9,770.00	9,770.00	8,248.70	287.87	8,849.61	287.87	632.52	9.42	
Dept 850-BENEFITS/INSURANCE										
101-850-715-000	FICA-EMPLOYER	81,776.00	81,776.00	71,289.34	10,833.60	70,942.40	5,508.77	0.00	13.25	
101-850-717-000	WORKERS COMP INSURANCE	19,590.00	19,590.00	22,327.74	0.00	19,590.00	0.00	0.00	0.00	
101-850-718-000	VISION INSURANCE BENEFITS	2,022.00	2,022.00	1,784.73	302.52	1,719.48	151.26	0.00	14.96	
101-850-719-000	HEALTH INSURANCE BENEFITS	107,819.00	107,819.00	111,291.98	28,509.31	79,309.69	12,389.99	0.00	26.44	
101-850-719-100	OPT-OUT INSURANCE	4,000.00	4,000.00	3,000.00	500.00	3,500.00	0.00	0.00	12.50	
101-850-719-200	MI CLAIMS TAX- HEALTH	850.00	850.00	0.00	0.00	850.00	0.00	0.00	0.00	
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	7,255.00	7,255.00	6,457.77	974.83	6,280.17	0.00	0.00	13.44	
101-850-721-000	DENTAL INSURANCE BENEFITS	10,381.00	10,381.00	14,895.15	1,200.65	9,180.35	892.28	0.00	11.57	
101-850-721-200	MI CLAIMS TAX - DENTAL	250.00	250.00	116.90	31.40	218.60	6.55	0.00	12.56	
101-850-722-000	PENSION PLAN BENEFITS	89,345.00	89,345.00	394,864.01	13,861.40	75,483.60	7,034.03	0.00	15.51	
101-850-723-000	OTHER BENEFITS	1,500.00	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	0.00	
101-850-810-000	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-850-960-000	UNEMPLOYMENT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 850-BENEFITS/INSURANCE		324,788.00	324,788.00	627,527.62	56,213.71	268,574.29	25,982.88	0.00	17.31	
Dept 901-CAPITAL OUTLAY										
101-901-821-756	CAPITAL OUTLAY ENGINEERING - PARK	0.00	0.00	2,173.50	0.00	0.00	0.00	0.00	0.00	
101-901-970-000	CAPITAL OUTLAY - FFE	91,500.00	91,500.00	0.00	0.00	91,500.00	0.00	0.00	0.00	
101-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-971-300	LAND ACQUISITION- THORNAPPLE RIVER	0.00	0.00	274,895.09	0.00	0.00	0.00	0.00	0.00	
101-901-974-000	CAPITAL OUTLAY - LANDIMP	680,000.00	680,000.00	0.00	0.00	680,000.00	0.00	0.00	0.00	
101-901-974-756	CAPITAL OUTLAY LAND IMPROV-PARKS	0.00	0.00	439,246.69	0.00	0.00	0.00	0.00	0.00	
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-976-350	CENT PARK SIDEWALK/STREETSCAPE PH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-979-000	BUILDING AND GROUNDS CAP OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-979-756	CAPITAL OUTLAY EQUIP - PARKS	0.00	0.00	34,810.16	0.00	0.00	0.00	0.00	0.00	
101-901-980-100	GENERAL ADMIN. CAPITAL OUTLAY	0.00	0.00	12,846.31	0.00	0.00	0.00	0.00	0.00	
101-901-980-295	CAPITAL OUTLAY OFFICE FURN & EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-980-550	CCT OPEN SPACE CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-980-600	ELECTIONS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-981-756	CAPITAL EQUIP VEHICLE- PARKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-901-983-000	PARK CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 901-CAPITAL OUTLAY		771,500.00	771,500.00	763,971.75	0.00	771,500.00	0.00	0.00	0.00	
Dept 965-TRANSFERS OUT										
101-965-999-004	TRANSFER TO CEMETERY TRUST FUN	1,500.00	1,500.00	2,025.00	0.00	1,500.00	0.00	0.00	0.00	
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	40,000.00	40,000.00	40,000.00	10,000.00	30,000.00	10,000.00	0.00	25.00	
101-965-999-006	TRANSFER TO FIRE FUND	400,000.00	400,000.00	400,000.00	66,666.66	333,333.34	33,333.33	0.00	16.67	
101-965-999-011	TRANSFER TO BUILDING INSP FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-965-999-012	TRANSFER TO A.HOMEYER/OPEN SP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-965-999-209	TRANSFER TO CCT OPEN SPACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-965-999-246	TRANSFER TO IRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-965-999-888	TRANSFER TO FOREST SHORES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 965-TRANSFERS OUT		441,500.00	441,500.00	442,025.00	76,666.66	364,833.34	43,333.33	0.00	17.37	
Dept 990-DEBT SERVICE										
101-990-992-001	BOND PRINCIPAL(#1,2&4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-990-992-003	MUN NOTE/PARK PRINCIPAL (#3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
101-990-996-001	BOND INTEREST & FEES (#1,2&4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-990-996-002	MUN NOTE/PARK INT & FEES (#3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 990-DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Expenditures		4,485,125.00	4,485,125.00	4,406,988.39	366,101.41	3,691,803.89	212,734.75	427,219.70	17.69	
Fund 101 - GENERAL FUND:										
TOTAL REVENUES		4,402,191.00	4,402,191.00	4,125,421.44	1,941,979.55	2,460,211.45	1,166,046.65	0.00	44.11	
TOTAL EXPENDITURES		4,485,125.00	4,485,125.00	4,406,988.39	366,101.41	3,691,803.89	212,734.75	427,219.70	17.69	
NET OF REVENUES/EXPENDITURES - 2015					(281,566.95)	(281,566.95)				
NET OF REVENUES & EXPENDITURES		(82,934.00)	(82,934.00)	(281,566.95)	1,575,878.14	(1,231,592.44)	953,311.90	(427,219.70)	1,385.03	
BEG. FUND BALANCE		8,516,149.89	8,516,149.89	8,516,149.89	8,516,149.89					
END FUND BALANCE		8,433,215.89	8,433,215.89	8,234,582.94	9,810,461.08					

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
101-000-001-103	CASH- CHEMICAL WIRE# 7505	1.00	
101-000-001-190	CHEMICAL -CASH OPER	1,216,108.65	
101-000-001-500	GF CASH - K.C. POOL	4,432,108.85	
101-000-001-700	CASH - GIFT CARDS	255.64	
101-000-003-001	CD - INDEPENDENT BANK 9019789418 M9/16	300,000.00	
101-000-003-011	CD - BANK OF HOLLAND #800800 & 800842	266,373.53	
101-000-003-019	CD- FLAGSTAR BANK	757,674.61	
101-000-003-020	CD - HUNTINGTON	514,670.13	
101-000-003-022	CD- MERCANTILE BANK OF MI 7/20/2018	510,599.72	
101-000-003-023	CD - UNITED BANK M 4/11/16	500,000.00	
101-000-003-025	CD - MACATAWA BANK M 11/21/2014	250,000.00	
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2016	250,000.00	
101-000-003-031	WELLS FARGO CD (MONTHLY INT) M9/25/17	500,000.00	
101-000-020-000	TAXES RECEIVABLE	770,117.19	
101-000-040-000	ACCOUNTS RECEIVABLE	106,460.12	
101-000-081-000	DUE FROM OTHER GOVERNMENT UNITS	224,062.00	
101-000-084-000	DUE FROM OTHER FUNDS	708,182.91	
101-000-123-000	PREPAID EXPENSE	1,323.29	
101-000-202-000	ACCOUNTS PAYABLE	184.83	
101-000-204-000	ACCRUED PAYROLL		10,494.57
101-000-211-000	CONTRACT PAYABLE-RETAINAGE		10,000.00
101-000-231-200	PENSION W/H	57.38	
101-000-231-220	DEPENDENT LIFE W/H	44.42	
101-000-231-221	ADDITIONAL LIFE W/H	812.92	
101-000-231-222	SHORT TERM DISABILITY W/H		198.80
101-000-231-224	LONG TERM CARE W/H	72.50	
101-000-339-000	DEFERRED REVENUE		1,477,955.24
101-000-390-000	FUND BALANCE - UNASSIGNED		7,541,606.89
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012		499,543.00
101-000-391-003	FUND BALANCE - COMMITTED/ PP TAX 2012		475,000.00
101-000-401-401	GENERAL PROPERTY TAXES		1,168,953.37
101-000-401-405	STREETLIGHT		66,243.83
101-000-401-410	PERSONAL PROPERTY TAX		121,618.88
101-000-401-420	DELINQUENT TAXES		483.42
101-000-401-437	ABATEMENT TAXES		11,060.16
101-000-401-445	INTEREST & PENALTIES ON TAXES		4,999.00
101-000-401-447	TAX ADMINISTRATION FEES		154,005.72
101-000-450-460	CABLE / FIBER OPTIC		100,299.09
101-000-450-465	CABLE - PEG FEES		5,480.96
101-000-450-490	DOG LICENSES		27.20
101-000-450-498	OTHER PERMITS		175.00
101-000-539-576	STATE SHARED REV.-SALES TAX		224,062.00
101-000-539-581	PA 48 (METRO AUTHORITY)		500.00
101-000-600-608	PLANNING AND ZONING FEES		1,164.25
101-000-600-611	SEWER & WATER IMPLEMENTATION		908.45
101-000-600-614	PA 198 TAX APPLICATION FEE		1,000.00

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-000-600-626	PASSPORT APPLICATION FEE		5,500.00
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS		2,675.00
101-000-665-000	INTEREST ON INVESTMENTS		56.04
101-000-665-001	INTEREST TIMMONS FUND		16.72
101-000-665-002	DAM LEASE PAYMENTS		17,603.91
101-000-665-003	RENTAL OF FACILITIES		265.00
101-000-665-004	CELLULAR TOWERS		28,721.73
101-000-665-031	INTEREST ON INVESTMENT- WELLS FARGO		424.66
101-000-671-653	PARK INCOME		675.00
101-000-671-671	MISCELLANEOUS INCOME		10,507.17
101-000-671-680	MISC INCOME - TRANSIT TICKETS	2,871.00	
101-000-671-683	REIMBURSEMENTS/REFUNDS	41.56	
101-000-673-000	SALE OF ASSETS		25.00
101-000-674-000	4TH OF JULY SPONSORS		6,700.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION FUND		10,740.55
101-101-703-000	TRUSTEE SALARIES	3,892.00	
101-101-723-000	TOWNSHIP DUES	336.00	
101-101-924-100	TRUSTEE CELL PHONES	128.26	
101-171-703-000	SUPERVISOR SALARY	1,910.08	
101-171-706-000	MANAGERS SALARY	16,167.24	
101-171-723-000	SUP/MGR MEMBERSHIPS AND DUES	260.00	
101-171-860-000	SUP/MGR/DEPT MILEAGE	49.72	
101-171-862-550	MANAGER EXPENSE ACCOUNT	34.99	
101-171-925-000	MANAGER CELL PHONE	272.25	
101-171-981-000	SMALL EQUIPMENT/FURNITURE	1,321.70	
101-215-703-000	CLERK SALARY	1,910.08	
101-215-704-050	HR DIRECTOR	10,105.60	
101-215-723-000	CLERK MEMBERSHIPS AND DUES	30.00	
101-215-724-000	EDUCATION	370.00	
101-215-860-000	CLERK MILEAGE	47.52	
101-215-925-000	CLERK CELL PHONE	163.96	
101-215-981-000	SMALL EQUIPMENT/FURNITURE	1,435.99	
101-253-703-000	TREASURER SALARY	1,910.08	
101-253-707-000	DEPUTY TREASURER	8,880.01	
101-253-707-060	ACCOUNT CLERK II	7,193.60	
101-253-707-100	ADDITIONAL HELP/OVERTIME	822.00	
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	200.00	
101-253-924-100	TREASURER'S CELL PHONES	32.06	
101-257-703-000	ASSESSOR	13,087.00	
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	6,849.57	
101-257-708-500	RESIDENTIAL APPRAISER	6,830.76	
101-257-724-000	EDUCATION	62.10	
101-257-860-000	ASSESSING MILEAGE	120.96	
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	90.00	
101-257-924-100	CELL PHONES/DATA	32.06	
101-257-939-000	ASSESSING SERVICE CONTRACTS	1,936.00	
101-257-981-000	ASSESSING SMALL EQUIP AND FURNITURE	1,660.38	

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-262-788-000	ELECTION MISC EXPENSES	15.48	
101-265-707-000	BLDG & GROUNDS SUPERVISOR	6,889.61	
101-265-707-100	BLDG & GROUNDS ADDITIONAL HELP	234.00	
101-265-707-200	BLDG & GROUNDS LABORER I	5,075.20	
101-265-707-250	BLDG & GROUNDS LABORER I	5,114.85	
101-265-707-300	BLDG & GROUNDS LABORER I	4,860.80	
101-265-707-400	BLDG & GROUNDS LABORER I	5,106.92	
101-265-709-000	WAGES/SALARIES OVERTIME	385.77	
101-265-768-000	BLDG & GROUNDS UNIFORMS	674.84	
101-265-802-200	JANITORIAL CONTRACT	462.00	
101-265-863-000	BLDG & GRDS VEHICLE MAINTENANCE	6,176.38	
101-265-864-000	BLDG & GRDS VEHICLE FUEL	2,314.55	
101-265-921-000	COMPLEX ELECTRICITY	2,668.19	
101-265-923-000	COMPLEX HEATING	1,457.80	
101-265-924-000	COMPLEX PHONES	1,496.60	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	321.57	
101-265-927-000	COMPLEX WATER-SEWER	811.68	
101-265-931-000	COMPLEX MAINTENANCE	1,484.52	
101-265-981-000	SMALL EQUIPMENT/FURNITURE	199.99	
101-276-921-000	CEMETERY ELECTRICITY	85.85	
101-295-704-000	SR ACCOUNTANT	9,449.61	
101-295-709-000	WAGES/SALARIES OVERTIME	354.36	
101-295-727-000	OFFICE SUPPLIES	2,057.51	
101-295-787-000	OTHER EXPENSES	633.93	
101-295-810-000	INSURANCE/CONTRACT SVCS	13,225.80	
101-295-814-000	TAX/ASSESSING ADMIN COSTS	3,721.12	
101-295-815-000	COMPUTER COSTS-ISP	358.00	
101-295-821-000	ENGINEERING COSTS	2,620.94	
101-295-826-000	LEGAL FEES	8,587.10	
101-295-885-000	NEWSLETTER	4,479.92	
101-295-900-000	PRINTING/PUBLISHING	147.00	
101-295-901-000	PUBLICATIONS	395.00	
101-295-924-100	CELL PHONES/DATA	32.06	
101-295-939-000	SERVICE CONTRACTS	1,296.35	
101-295-950-000	PROPERTY TAX REFUNDS		386.80
101-295-957-000	GENERAL FUND PHYSICAL EXAMS	131.00	
101-295-967-000	SPECIAL PROJECTS	1,550.00	
101-295-981-000	SMALL EQUIPMENT/FURNITURE	1,136.01	
101-445-821-000	DRAIN ENGINEERING	1,921.50	
101-448-926-000	STREETLIGHTING	8,719.37	
101-448-927-100	TRAFFIC SIGNALS	46.28	
101-652-861-000	BUS SERVICE 33RD & 36TH	2,386.71	
101-721-703-000	COMMUNITY DEVELOPMENT DIRECTOR	12,826.68	
101-721-704-000	FRONT DESK CLERK (PT)	5,509.14	
101-721-705-500	DDA ECONOMIC DEVELOPMENT DIRECTOR	9,693.12	
101-721-705-550	COMMUNITY STANDARDS OFFICER	2,315.36	
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	400.00	

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-721-900-000	PRINTING & PUBLISHING	129.00	
101-721-925-000	COMM DEV CELL/DATA	350.07	
101-721-981-000	COMM DEV SMALL EQUIP AND FURNITURE	1,136.01	
101-756-756-000	PARK OPERATING SUPPLIES	281.10	
101-756-921-000	PARK ELECTRICITY	589.59	
101-756-924-000	PARK PHONES	122.31	
101-756-935-000	PARK MAINTENANCE	2,739.45	
101-803-921-000	MUSEUM - ELECTRICITY	113.94	
101-803-923-000	MUSEUM - HEATING/UTILITY	173.93	
101-850-715-000	FICA-EMPLOYER	10,833.60	
101-850-718-000	VISION INSURANCE BENEFITS	302.52	
101-850-719-000	HEALTH INSURANCE BENEFITS	28,509.31	
101-850-719-100	OPT-OUT INSURANCE	500.00	
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	974.83	
101-850-721-000	DENTAL INSURANCE BENEFITS	1,200.65	
101-850-721-200	MI CLAIMS TAX - DENTAL	31.40	
101-850-722-000	PENSION PLAN BENEFITS	13,861.40	
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	10,000.00	
101-965-999-006	TRANSFER TO FIRE FUND	66,666.66	
Total Fund 101 - GENERAL FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2015		281,566.95	
		11,960,077.41	11,960,077.41

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000-001-103	CASH- CHEMICAL WIRE# 7505	1.00
101-000-001-190	CHEMICAL -CASH OPER	1,216,108.65
101-000-001-500	GF CASH - K.C. POOL	4,432,108.85
101-000-001-700	CASH - GIFT CARDS	255.64
101-000-003-001	CD - INDEPENDENT BANK 9019789418 M9/16	300,000.00
101-000-003-011	CD - BANK OF HOLLAND #800800 & 800842	266,373.53
101-000-003-019	CD- FLAGSTAR BANK	757,674.61
101-000-003-020	CD - HUNTINGTON	514,670.13
101-000-003-022	CD- MERCANTILE BANK OF MI 7/20/2018	510,599.72
101-000-003-023	CD - UNITED BANK M 4/11/16	500,000.00
101-000-003-025	CD - MACATAWA BANK M 11/21/2014	250,000.00
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2016	250,000.00
101-000-003-031	WELLS FARGO CD (MONTHLY INT) M9/25/17	500,000.00
101-000-020-000	TAXES RECEIVABLE	770,117.19
101-000-040-000	ACCOUNTS RECEIVABLE	106,460.12
101-000-081-000	DUE FROM OTHER GOVERNMENT UNITS	224,062.00
101-000-084-000	DUE FROM OTHER FUNDS	708,182.91
101-000-123-000	PREPAID EXPENSE	1,323.29
	Total Assets	11,307,937.64
*** Liabilities ***		
101-000-202-000	ACCOUNTS PAYABLE	(184.83)
101-000-204-000	ACCRUED PAYROLL	10,494.57
101-000-211-000	CONTRACT PAYABLE-RETAINAGE	10,000.00
101-000-231-200	PENSION W/H	(57.38)
101-000-231-220	DEPENDENT LIFE W/H	(44.42)
101-000-231-221	ADDITIONAL LIFE W/H	(812.92)
101-000-231-222	SHORT TERM DISABILITY W/H	198.80
101-000-231-224	LONG TERM CARE W/H	(72.50)
101-000-339-000	DEFERRED REVENUE	1,477,955.24
	Total Liabilities	1,497,476.56

03/18/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
*** Fund Balance ***		
101-000-390-000	FUND BALANCE - UNASSIGNED	7,541,606.89
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012	499,543.00
101-000-391-003	FUND BALANCE - COMMITTED/ PP TAX 2012	475,000.00
	Total Fund Balance	<u>8,516,149.89</u>
	Beginning Fund Balance - 2015	<u>8,516,149.89</u>
	Net of Revenues VS Expenditures - 2015	(281,566.95)
	*2015 End FB/2016 Beg FB	8,234,582.94
	Net of Revenues VS Expenditures - Current Year	1,575,878.14
	Ending Fund Balance	9,810,461.08
	Total Liabilities And Fund Balance	<u>11,307,937.64</u>

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
Fund 151 - CEMETERY TRUST FUND									
Revenues									
Dept 000									
151-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
151-000-600-636	CEMETERY-CARE FEE	4,000.00	4,000.00	14,620.00	1,340.00	2,660.00	1,320.00	0.00	33.50
151-000-665-000	INTEREST ON INVESTMENTS	100.00	100.00	46.15	31.62	68.38	31.62	0.00	31.62
151-000-671-676	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
151-000-699-000	TRANSFER FROM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
151-000-699-101	TRANSFER FROM GENERAL FUND	0.00	0.00	2,025.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		5,600.00	5,600.00	16,691.15	1,371.62	4,228.38	1,351.62	0.00	24.49
TOTAL Revenues		5,600.00	5,600.00	16,691.15	1,371.62	4,228.38	1,351.62	0.00	24.49
Expenditures									
Dept 276-CEMETERY									
151-276-787-000	OTHER EXPENSES	250.00	250.00	206.53	0.00	250.00	0.00	0.00	0.00
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	2,000.00	2,000.00	2,205.22	20.38	735.61	20.38	1,244.01	63.22
151-276-932-000	MAINT/OFFICE EQUIP & COMPUTER RE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 276-CEMETERY		2,250.00	2,250.00	2,411.75	20.38	985.61	20.38	1,244.01	56.20
TOTAL Expenditures		2,250.00	2,250.00	2,411.75	20.38	985.61	20.38	1,244.01	56.20
Fund 151 - CEMETERY TRUST FUND:									
TOTAL REVENUES		5,600.00	5,600.00	16,691.15	1,371.62	4,228.38	1,351.62	0.00	24.49
TOTAL EXPENDITURES		2,250.00	2,250.00	2,411.75	20.38	985.61	20.38	1,244.01	56.20
NET OF REVENUES/EXPENDITURES - 2015					14,279.40	14,279.40			
NET OF REVENUES & EXPENDITURES		3,350.00	3,350.00	14,279.40	1,351.24	3,242.77	1,331.24	(1,244.01)	3.20
BEG. FUND BALANCE		78,955.98	78,955.98	78,955.98	78,955.98				
END FUND BALANCE		82,305.98	82,305.98	93,235.38	94,586.62				

PSH

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 151 - CEMETERY TRUST FUND			
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	94,586.62	
151-000-390-000	FUND BALANCE - NONSPENDABLE		73,955.98
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11		5,000.00
151-000-600-636	CEMETERY-CARE FEE		1,340.00
151-000-665-000	INTEREST ON INVESTMENTS		31.62
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	20.38	
Total Fund 151 - CEMETERY TRUST FUND			
NET OF REVENUES/EXPENDITURES - 2015		94,607.00	14,279.40
			94,607.00

03/18/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 151 - CEMETERY TRUST FUND		
*** Assets ***		
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	94,586.62
	Total Assets	<u>94,586.62</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
151-000-390-000	FUND BALANCE - NONSPENDABLE	73,955.98
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11	5,000.00
	Total Fund Balance	<u>78,955.98</u>
	Beginning Fund Balance - 2015	<u>78,955.98</u>
	Net of Revenues VS Expenditures - 2015	14,279.40
	*2015 End FB/2016 Beg FB	93,235.38
	Net of Revenues VS Expenditures - Current Year	1,351.24
	Ending Fund Balance	94,586.62
	Total Liabilities And Fund Balance	<u>94,586.62</u>

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
<b>Fund 206 - FIRE FUND</b>										
<b>Revenues</b>										
<b>Dept 000</b>										
206-000-401-402	TAX LEVY	1,650,120.00	1,650,120.00	1,593,267.54	1,582,359.46	67,760.54	742,434.03	0.00	95.89	
206-000-401-410	PERSONAL PROPERTY TAX	177,115.00	177,115.00	153,978.67	164,629.41	12,485.59	140,978.68	0.00	92.95	
206-000-401-412	DELINQUENT TAXES-LEVY	8,000.00	8,000.00	12,866.37	0.00	8,000.00	0.00	0.00	0.00	
206-000-401-437	ABATEMENT TAXES-LEVY	16,755.00	16,755.00	16,573.87	14,971.56	1,783.44	13,472.12	0.00	89.36	
206-000-401-445	PENALTIES & INTEREST ON TAXES	500.00	500.00	359.10	129.65	370.35	129.65	0.00	25.93	
206-000-520-521	HOMELAND SECURITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-520-522	FIRE EQUIP GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-600-644	NSF FEES	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	
206-000-655-661	DISTRICT COURT FINES	1,000.00	1,000.00	651.88	0.00	1,000.00	0.00	0.00	0.00	
206-000-665-000	INTEREST REVENUE	24,100.00	24,100.00	13,092.10	303.42	23,796.58	303.42	0.00	1.26	
206-000-665-200	INTEREST ON INVESTMENT 3075 PB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-665-201	INTEREST ON INVESTMENT 2610DG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-665-300	INTEREST ON INVESTMENT GNR 066	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-671-671	MISCELLANEOUS INCOME	250.00	250.00	100.00	0.00	250.00	0.00	0.00	0.00	
206-000-671-675	DONATIONS	500.00	500.00	730.00	0.00	500.00	0.00	0.00	0.00	
206-000-671-683	REIMBURSEMENTS/REFUNDS	250.00	250.00	20.00	0.00	250.00	0.00	0.00	0.00	
206-000-671-687	INSURANCE REIMBURSEMENT	0.00	0.00	23,769.51	0.00	0.00	0.00	0.00	0.00	
206-000-673-000	SALE OF ASSETS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00	
206-000-676-000	REIMBURSEMENT INSURANCE/ELECTIO	0.00	0.00	1,845.41	0.00	0.00	0.00	0.00	0.00	
206-000-698-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-698-200	VEHICLE LOAN PROCEEDS (MEDIC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-000-699-000	TRANSFER FROM GENERAL FUND	400,000.00	400,000.00	400,000.00	66,666.66	333,333.34	33,333.33	0.00	16.67	
Total Dept 000		2,280,590.00	2,280,590.00	2,217,259.45	1,829,060.16	451,529.84	930,651.23	0.00	80.20	
<b>TOTAL Revenues</b>		<b>2,280,590.00</b>	<b>2,280,590.00</b>	<b>2,217,259.45</b>	<b>1,829,060.16</b>	<b>451,529.84</b>	<b>930,651.23</b>	<b>0.00</b>	<b>80.20</b>	
<b>Expenditures</b>										
<b>Dept 336-FIRE DEPARTMENT</b>										
206-336-703-000	FIREFIGHTERS SALARY	697,274.00	697,274.00	656,913.15	102,969.55	594,304.45	50,421.49	0.00	14.77	
206-336-705-000	FIRE CHIEF	85,193.00	85,193.00	84,097.45	13,106.48	72,086.52	6,553.24	0.00	15.38	
206-336-707-000	LIEUTENANT-RR	70,359.00	70,359.00	68,594.75	10,205.62	60,153.38	5,412.36	0.00	14.51	
206-336-708-000	LIEUTENANT-TS	61,765.00	61,765.00	59,835.33	9,465.13	52,299.87	4,735.79	0.00	15.32	
206-336-708-200	LIEUTENANT-DV	70,359.00	70,359.00	70,014.98	10,824.71	59,534.29	5,412.36	0.00	15.38	
206-336-708-400	FIRE INSPECTOR	64,847.00	64,847.00	64,514.72	9,977.60	54,869.40	4,988.80	0.00	15.39	
206-336-709-000	WAGES/SALARIES OVERTIME	40,000.00	40,000.00	40,102.98	10,391.09	29,608.91	2,648.09	0.00	25.98	
206-336-710-000	FIRE PAID ON CALL	172,878.00	172,878.00	173,781.98	15,496.77	157,381.23	0.00	0.00	8.96	
206-336-723-000	FIRE MEMBERSHIP AND DUES	950.00	950.00	745.00	285.00	665.00	25.00	0.00	30.00	
206-336-723-100	FIRE PROPERTY/CON /VEHICLE INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-724-000	FIRE EDUCATION	8,000.00	8,000.00	5,262.44	481.90	7,518.10	481.90	0.00	6.02	
206-336-725-000	FIRE TUITION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	
206-336-726-000	FIRE TRAINING	5,000.00	5,000.00	1,164.96	60.00	4,940.00	0.00	0.00	1.20	
206-336-727-000	FIRE OFFICE SUPPLIES	3,500.00	3,500.00	1,459.78	207.10	2,300.00	195.78	992.90	34.29	
206-336-738-000	FIRE MAINT SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
206-336-745-000	FIRE FUELS	22,000.00	22,000.00	13,073.81	1,070.05	20,929.95	788.62	0.00	4.86	
206-336-768-000	FIRE UNIFORMS	9,000.00	9,000.00	5,930.24	455.64	5,869.36	303.67	2,675.00	34.78	
206-336-787-000	FIRE OTHER EXPENSES	2,000.00	2,000.00	2,533.86	297.82	1,702.18	159.94	0.00	14.89	
206-336-802-000	FIRE CONTRACTUAL SERVICE	6,900.00	6,900.00	8,382.22	297.18	6,602.82	297.18	0.00	4.31	
206-336-802-100	FIRE DISPATCH SERVICE	19,904.00	19,904.00	9,952.00	0.00	19,904.00	0.00	0.00	0.00	
206-336-803-000	FIRE FIGHTER HIRING	1,500.00	1,500.00	0.00	85.00	1,415.00	0.00	0.00	5.67	
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,640.00	2,640.00	2,250.00	0.00	2,640.00	0.00	0.00	0.00	
206-336-810-000	FIRE PROPERTY/CON/VEHICLE INS	13,078.00	13,078.00	12,294.00	13,225.80	(13,373.60)	13,225.80	13,225.80	202.26	
206-336-826-000	FIRE LEGAL FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
206-336-860-000	FIRE MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-862-000	FIRE CONTRACTUAL INSPECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-887-000	FIRE PUBLIC RELATIONS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	
206-336-887-100	FIRE PUB RELATIONS-HALLOWEEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-901-000	FIRE PUBLICATIONS	1,500.00	1,500.00	462.95	105.00	1,395.00	0.00	0.00	7.00	
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	9,000.00	9,000.00	8,726.00	824.33	8,175.67	824.33	0.00	9.16	
206-336-923-002	FIRE HEATING/BUTTRICK	4,320.00	4,320.00	3,444.57	569.39	3,750.61	569.39	0.00	13.18	
206-336-924-000	FIRE PHONES	6,000.00	6,000.00	6,915.43	977.94	5,022.06	554.59	0.00	16.30	
206-336-924-002	FIRE PHONES/BUTTRICK	3,000.00	3,000.00	2,332.70	397.17	2,602.83	237.95	0.00	13.24	
206-336-924-100	CELL PHONES/DATA	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	0.00	
206-336-927-002	FIRE WATER/BUTTRICK	1,750.00	1,750.00	972.52	0.00	1,750.00	0.00	0.00	0.00	

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	3,000.00	3,000.00	2,100.00	0.00	3,000.00	0.00	0.00	0.00	
206-336-936-000	FIRE STATION MAINT	16,000.00	16,000.00	14,347.84	791.83	12,568.89	503.74	2,639.28	21.44	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	28,000.00	28,000.00	15,338.01	702.30	21,438.16	474.96	5,859.54	23.44	
206-336-937-000	FIRE RADIO MAINT	5,500.00	5,500.00	4,544.60	750.00	4,750.00	0.00	0.00	13.64	
206-336-937-522	FIRE RADIO MAINT-AFG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-938-000	FIRE EQUIPMENT MAINT	48,000.00	48,000.00	62,608.88	2,278.54	45,721.46	1,175.12	0.00	4.75	
206-336-938-522	FIRE EQUIP MAINT-AFG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-939-000	FIRE COPIER/LEASE/SERVICE	750.00	750.00	769.88	135.26	614.74	74.29	0.00	18.03	
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	900.00	900.00	794.90	0.00	900.00	0.00	0.00	0.00	
206-336-950-000	PROPERTY TAX REFUNDS	1,600.00	1,600.00	984.91	121.75	1,478.25	121.75	0.00	7.61	
206-336-957-000	FIRE PHYSICAL EXAMS	16,000.00	16,000.00	11,406.18	0.00	16,000.00	0.00	0.00	0.00	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	12,500.00	12,500.00	6,195.28	44.74	12,455.26	0.00	0.00	0.36	
206-336-959-000	FIRE PROTECTIVE CLOTHING	22,500.00	22,500.00	15,384.03	0.00	22,500.00	0.00	0.00	0.00	
206-336-960-960	FIRE HAZMAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-336-981-000	SMALL EQUIPMENT/FURNITURE	6,200.00	6,200.00	7,250.99	1,136.01	5,063.99	0.00	0.00	18.32	
<b>Total Dept 336-FIRE DEPARTMENT</b>		<b>1,554,167.00</b>	<b>1,554,167.00</b>	<b>1,445,483.32</b>	<b>207,736.70</b>	<b>1,321,037.78</b>	<b>100,186.14</b>	<b>25,392.52</b>	<b>15.00</b>	
<b>Dept 850-BENEFITS/INSURANCE</b>										
206-850-715-000	FICA-EMPLOYER	96,595.00	96,595.00	88,020.80	13,390.34	83,204.66	5,839.30	0.00	13.86	
206-850-717-000	WORKERS COMP INSURANCE	48,723.00	48,723.00	55,551.45	0.00	48,723.00	0.00	0.00	0.00	
206-850-718-000	VISION INSURANCE BENEFITS	2,579.00	2,579.00	2,221.47	389.64	2,189.36	194.82	0.00	15.11	
206-850-719-000	HEALTH INSURANCE BENEFITS	130,539.00	130,539.00	111,061.28	33,611.38	96,927.62	10,015.20	0.00	25.75	
206-850-719-100	OPT-OUT INSURANCE	5,000.00	5,000.00	4,000.00	1,500.00	3,500.00	500.00	0.00	30.00	
206-850-719-200	MI CLAIMS TAX- HEALTH	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00	0.00	0.00	
206-850-720-000	LIFE & DISABILITY INSURANCE	9,104.00	9,104.00	8,157.12	1,449.90	7,654.10	0.00	0.00	15.93	
206-850-720-100	FIRE CASUALTY INSURANCE	6,200.00	6,200.00	6,171.00	0.00	6,200.00	0.00	0.00	0.00	
206-850-721-000	DENTAL INSURANCE BENEFITS	20,134.00	20,134.00	23,269.00	2,244.64	17,889.36	846.40	0.00	11.15	
206-850-721-200	MI CLAIMS TAX - DENTAL	350.00	350.00	166.69	52.33	297.67	10.91	0.00	14.95	
206-850-722-000	PENSION PLAN BENEFITS	108,980.00	108,980.00	104,278.58	16,868.26	92,111.74	8,091.39	0.00	15.48	
206-850-723-000	MEMBERSHIP AND DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-850-960-000	FIRE UNEMPLOYMENT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Dept 850-BENEFITS/INSURANCE</b>		<b>429,604.00</b>	<b>429,604.00</b>	<b>402,897.39</b>	<b>69,506.49</b>	<b>360,097.51</b>	<b>25,498.02</b>	<b>0.00</b>	<b>16.18</b>	
<b>Dept 901-CAPITAL OUTLAY</b>										
206-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-901-974-000	CAPITAL OUTLAY - LAND IMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-901-980-000	FIRE- OFFICE EQUIPMENT & FURNITURE	66,500.00	66,500.00	180,504.26	0.00	48,517.55	0.00	17,982.45	27.04	
206-901-981-000	CAPITAL OUTLAY - VEHICLES	79,500.00	79,500.00	45,159.69	37,512.40	41,987.60	37,512.40	0.00	47.19	
<b>Total Dept 901-CAPITAL OUTLAY</b>		<b>146,000.00</b>	<b>146,000.00</b>	<b>225,663.95</b>	<b>37,512.40</b>	<b>90,505.15</b>	<b>37,512.40</b>	<b>17,982.45</b>	<b>38.01</b>	
<b>Dept 965-TRANSFERS OUT</b>										
206-965-999-000	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Dept 965-TRANSFERS OUT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Dept 970-CAPITAL OUTLAY</b>										
206-970-970-000	FIRE CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Dept 970-CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Dept 990-DEBT SERVICE</b>										
206-990-992-001	BOND PRINCIPAL REF/2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-990-992-002	2005 LOAN PRINCIPAL-TANKER# 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-990-996-001	BOND INTEREST/FEES REF 2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206-990-996-002	2005 LOAN INTEREST-TANKER# 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Dept 990-DEBT SERVICE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL Expenditures</b>		<b>2,129,771.00</b>	<b>2,129,771.00</b>	<b>2,074,044.66</b>	<b>314,755.59</b>	<b>1,771,640.44</b>	<b>163,196.56</b>	<b>43,374.97</b>	<b>16.82</b>	
<b>Fund 206 - FIRE FUND:</b>										
<b>TOTAL REVENUES</b>		<b>2,280,590.00</b>	<b>2,280,590.00</b>	<b>2,217,259.45</b>	<b>1,829,060.16</b>	<b>451,529.84</b>	<b>930,651.23</b>	<b>0.00</b>	<b>80.20</b>	
<b>TOTAL EXPENDITURES</b>		<b>2,129,771.00</b>	<b>2,129,771.00</b>	<b>2,074,044.66</b>	<b>314,755.59</b>	<b>1,771,640.44</b>	<b>163,196.56</b>	<b>43,374.97</b>	<b>16.82</b>	
<b>NET OF REVENUES/EXPENDITURES - 2015</b>					<b>143,214.79</b>	<b>143,214.79</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>150,819.00</b>	<b>150,819.00</b>	<b>143,214.79</b>	<b>1,514,304.57</b>	<b>(1,320,110.60)</b>	<b>767,454.67</b>	<b>(43,374.97)</b>	<b>975.29</b>	
<b>BEG. FUND BALANCE</b>		<b>2,292,634.99</b>	<b>2,292,634.99</b>	<b>2,292,634.99</b>	<b>2,292,634.99</b>					
<b>END FUND BALANCE</b>		<b>2,443,453.99</b>	<b>2,443,453.99</b>	<b>2,435,849.78</b>	<b>3,950,154.35</b>					

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 206 - FIRE FUND			
206-000-001-100	CASH -CHEM	1,036,767.98	
206-000-001-700	CASH - GIFT CARDS	200.00	
206-000-003-000	CASH	0.05	
206-000-003-007	CD - 53RD BANK M 11/19/2015	250,000.00	
206-000-003-014	CD - LAKE MICH CR UN-49 M-3/25/2014	523,615.60	
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00	
206-000-003-016	CD-OPTION ONE CR UN	250,000.00	
206-000-003-020	CD - HUNTINGTON M11/17/2017	259,925.13	
206-000-003-024	FIRST NATL BANK OF AMERICA #303659 7/15	531,427.61	
206-000-015-005	MONEY MARKET LAKE MICH CR UN	1,107,994.97	
206-000-020-000	TAXES RECEIVABLE	1,003,464.51	
206-000-040-000	ACCOUNTS RECEIVABLE	440.33	
206-000-084-000	DUE FROM OTHER FUNDS	842,986.23	
206-000-123-000	PREPAID EXPENSE	2,229.01	
206-000-204-000	ACCRUED PAYROLL		12,451.33
206-000-339-000	DEFERRED REVENUE		1,846,450.74
206-000-390-000	FUND BALANCE - RESTRICTED		1,434,634.99
206-000-391-003	FUND BALANCE - COMMITTED RESCUE VEH 12		198,000.00
206-000-391-004	FUND BALANCE - COMMITTTED/ PP TAX 2012		660,000.00
206-000-401-402	TAX LEVY		1,582,359.46
206-000-401-410	PERSONAL PROPERTY TAX		164,629.41
206-000-401-437	ABATEMENT TAXES-LEVY		14,971.56
206-000-401-445	PENALTIES & INTEREST ON TAXES		129.65
206-000-665-000	INTEREST REVENUE		303.42
206-000-699-000	TRANSFER FROM GENERAL FUND		66,666.66
206-336-703-000	FIREFIGHTERS SALARY	102,969.55	
206-336-705-000	FIRE CHIEF	13,106.48	
206-336-707-000	LIEUTENANT-RR	10,205.62	
206-336-708-000	LIEUTENANT-TS	9,465.13	
206-336-708-200	LIEUTENANT-DV	10,824.71	
206-336-708-400	FIRE INSPECTOR	9,977.60	
206-336-709-000	WAGES/SALARIES OVERTIME	10,391.09	
206-336-710-000	FIRE PAID ON CALL	15,496.77	
206-336-723-000	FIRE MEMBERSHIP AND DUES	285.00	
206-336-724-000	FIRE EDUCATION	481.90	
206-336-726-000	FIRE TRAINING	60.00	
206-336-727-000	FIRE OFFICE SUPPLIES	207.10	
206-336-745-000	FIRE FUELS	1,070.05	
206-336-768-000	FIRE UNIFORMS	455.64	
206-336-787-000	FIRE OTHER EXPENSES	297.82	
206-336-802-000	FIRE CONTRACTUAL SERVICE	297.18	
206-336-803-000	FIRE FIGHTER HIRING	85.00	
206-336-810-000	FIRE PROPERTY/CON/VECHICLE INS	13,225.80	
206-336-901-000	FIRE PUBLICATIONS	105.00	
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	824.33	

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PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
206-336-923-002	FIRE HEATING/BUTTRICK	569.39	
206-336-924-000	FIRE PHONES	977.94	
206-336-924-002	FIRE PHONES/BUTTRICK	397.17	
206-336-936-000	FIRE STATION MAINT	791.83	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	702.30	
206-336-937-000	FIRE RADIO MAINT	750.00	
206-336-938-000	FIRE EQUIPMENT MAINT	2,278.54	
206-336-939-000	FIRE COPIER/LEASE/SERVICE	135.26	
206-336-950-000	PROPERTY TAX REFUNDS	121.75	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	44.74	
206-336-981-000	SMALL EQUIPMENT/FURNITURE	1,136.01	
206-850-715-000	FICA-EMPLOYER	13,390.34	
206-850-718-000	VISION INSURANCE BENEFITS	389.64	
206-850-719-000	HEALTH INSURANCE BENEFITS	33,611.38	
206-850-719-100	OPT-OUT INSURANCE	1,500.00	
206-850-720-000	LIFE & DISABILITY INSURANCE	1,449.90	
206-850-721-000	DENTAL INSURANCE BENEFITS	2,244.64	
206-850-721-200	MI CLAIMS TAX - DENTAL	52.33	
206-850-722-000	PENSION PLAN BENEFITS	16,868.26	
206-901-981-000	CAPITAL OUTLAY - VEHICLES	37,512.40	
Total Fund 206 - FIRE FUND			
NET OF REVENUES/EXPENDITURES - 2015		6,123,812.01	143,214.79
			6,123,812.01

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 206 - FIRE FUND		
*** Assets ***		
206-000-001-100	CASH -CHEM	1,036,767.98
206-000-001-700	CASH - GIFT CARDS	200.00
206-000-003-000	CASH	0.05
206-000-003-007	CD - 53RD BANK M 11/19/2015	250,000.00
206-000-003-014	CD - LAKE MICH CR UN-49 M-3/25/2014	523,615.60
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00
206-000-003-016	CD-OPTION ONE CR UN	250,000.00
206-000-003-020	CD - HUNTINGTON M11/17/2017	259,925.13
206-000-003-024	FIRST NATL BANK OF AMERICA #303659 7/15	531,427.61
206-000-015-005	MONEY MARKET LAKE MICH CR UN	1,107,994.97
206-000-020-000	TAXES RECEIVABLE	1,003,464.51
206-000-040-000	ACCOUNTS RECEIVABLE	440.33
206-000-084-000	DUE FROM OTHER FUNDS	842,986.23
206-000-123-000	PREPAID EXPENSE	2,229.01
	Total Assets	5,809,056.42
*** Liabilities ***		
206-000-204-000	ACCRUED PAYROLL	12,451.33
206-000-339-000	DEFERRED REVENUE	1,846,450.74
	Total Liabilities	1,858,902.07
*** Fund Balance ***		
206-000-390-000	FUND BALANCE - RESTRICTED	1,434,634.99
206-000-391-003	FUND BALANCE - COMMITTED RESCUE VEH 12	198,000.00
206-000-391-004	FUND BALANCE - COMMITTTED/ PP TAX 2012	660,000.00
	Total Fund Balance	2,292,634.99
	Beginning Fund Balance - 2015	2,292,634.99

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
	Net of Revenues VS Expenditures - 2015	143,214.79
	*2015 End FB/2016 Beg FB	2,435,849.78
	Net of Revenues VS Expenditures - Current Year	1,514,304.57
	Ending Fund Balance	3,950,154.35
	Total Liabilities And Fund Balance	5,809,056.42

\* Year Not Closed

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REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
Fund 207 - POLICE FUND										
Revenues										
Dept 000										
207-000-401-402	TAX LEVY	575,990.00	575,990.00	556,140.35	552,333.94	23,656.06	259,154.29	0.00	95.89	
207-000-401-410	PERSONAL PROPERTY TAX	61,825.00	61,825.00	53,748.08	57,465.81	4,359.19	49,210.52	0.00	92.95	
207-000-401-412	DELINQUENT TAXES-LEVY	2,500.00	2,500.00	4,499.20	0.00	2,500.00	0.00	0.00	0.00	
207-000-401-437	ABATEMENT TAXES-LEVY	5,850.00	5,850.00	5,785.31	5,226.05	623.95	4,702.64	0.00	89.33	
207-000-401-445	INTEREST & PENALTIES ON TAX	150.00	150.00	125.26	45.24	104.76	45.24	0.00	30.16	
207-000-665-000	INTEREST REVENUE	30,000.00	30,000.00	2,662.80	273.45	29,726.55	273.45	0.00	0.91	
207-000-665-100	INTEREST ON INVESTMENT FNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207-000-671-675	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207-000-671-683	REIMBURSEMENTS/REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207-000-677-000	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000		676,315.00	676,315.00	622,961.00	615,344.49	60,970.51	313,386.14	0.00	90.98	
TOTAL Revenues		676,315.00	676,315.00	622,961.00	615,344.49	60,970.51	313,386.14	0.00	90.98	
Expenditures										
Dept 301-POLICE DEPARTMENT										
207-301-787-000	OTHER EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	
207-301-801-000	SHERIFF PROTECTION	643,022.00	643,022.00	594,798.36	40,908.74	602,113.26	40,908.74	0.00	6.36	
207-301-801-200	PRECINCT OFFICE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207-301-801-300	SCHOOL RESOURCE OFFICER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207-301-826-000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207-301-950-000	PROPERTY TAX REFUNDS	400.00	400.00	343.80	42.50	357.50	42.50	0.00	10.63	
Total Dept 301-POLICE DEPARTMENT		644,422.00	644,422.00	595,142.16	40,951.24	603,470.76	40,951.24	0.00	6.35	
Dept 965-TRANSFERS OUT										
207-965-999-000	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 965-TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL Expenditures		644,422.00	644,422.00	595,142.16	40,951.24	603,470.76	40,951.24	0.00	6.35	
Fund 207 - POLICE FUND:										
TOTAL REVENUES		676,315.00	676,315.00	622,961.00	615,344.49	60,970.51	313,386.14	0.00	90.98	
TOTAL EXPENDITURES		644,422.00	644,422.00	595,142.16	40,951.24	603,470.76	40,951.24	0.00	6.35	
NET OF REVENUES/EXPENDITURES - 2015					27,818.84	27,818.84				
NET OF REVENUES & EXPENDITURES		31,893.00	31,893.00	27,818.84	574,393.25	(542,500.25)	272,434.90	0.00	1,801.00	
BEG. FUND BALANCE		1,191,158.65	1,191,158.65	1,191,158.65	1,191,158.65					
END FUND BALANCE		1,223,051.65	1,223,051.65	1,218,977.49	1,793,370.74					

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 207 - POLICE FUND			
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05	
207-000-003-011	CD - THE BANK OF HOLLAND 8/20/2016	614,281.25	
207-000-003-027	CD - NORTHPOINTE BANK 11/08/2016	250,000.00	
207-000-015-019	POLICE M/M FLAGSTAR BANK	929,089.44	
207-000-020-000	TAXES RECEIVABLE	350,269.04	
207-000-084-000	DUE FROM OTHER FUNDS	294,248.75	
207-000-339-000	DEFERRED REVENUE		644,517.79
207-000-390-000	FUND BALANCE - RESTRICTED		961,158.65
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012		230,000.00
207-000-401-402	TAX LEVY		552,333.94
207-000-401-410	PERSONAL PROPERTY TAX		57,465.81
207-000-401-437	ABATEMENT TAXES-LEVY		5,226.05
207-000-401-445	INTEREST & PENALTIES ON TAX		45.24
207-000-665-000	INTEREST REVENUE		273.45
207-301-801-000	SHERIFF PROTECTION	40,908.74	
207-301-950-000	PROPERTY TAX REFUNDS	42.50	
Total Fund 207 - POLICE FUND			
NET OF REVENUES/EXPENDITURES - 2015		2,478,839.77	27,818.84
			2,478,839.77

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 207 - POLICE FUND		
*** Assets ***		
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05
207-000-003-011	CD - THE BANK OF HOLLAND 8/20/2016	614,281.25
207-000-003-027	CD - NORTHPOINTE BANK 11/08/2016	250,000.00
207-000-015-019	POLICE M/M FLAGSTAR BANK	929,089.44
207-000-020-000	TAXES RECEIVABLE	350,269.04
207-000-084-000	DUE FROM OTHER FUNDS	294,248.75
	Total Assets	<u>2,437,888.53</u>
*** Liabilities ***		
207-000-339-000	DEFERRED REVENUE	644,517.79
	Total Liabilities	<u>644,517.79</u>
*** Fund Balance ***		
207-000-390-000	FUND BALANCE - RESTRICTED	961,158.65
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012	230,000.00
	Total Fund Balance	<u>1,191,158.65</u>
	Beginning Fund Balance - 2015	<u>1,191,158.65</u>
	Net of Revenues VS Expenditures - 2015	27,818.84
	*2015 End FB/2016 Beg FB	1,218,977.49
	Net of Revenues VS Expenditures - Current Year	574,393.25
	Ending Fund Balance	1,793,370.74
	Total Liabilities And Fund Balance	<u>2,437,888.53</u>

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
Fund 208 - HAZMAT FUND									
Revenues									
Dept 000									
208-000-607-500	HAZMAT - CASCADE TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-607-600	HAZMAT KENTWOOD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-607-700	HAZMAT - GAINES TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-665-000	HAZMAT INTEREST	200.00	200.00	193.69	14.34	185.66	14.34	0.00	7.17
208-000-671-000	HAZMAT REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		200.00	200.00	193.69	14.34	185.66	14.34	0.00	7.17
TOTAL Revenues		200.00	200.00	193.69	14.34	185.66	14.34	0.00	7.17
Expenditures									
Dept 344-HAZMAT									
208-344-726-000	HAZMAT SUPPLIES	500.00	500.00	102.77	0.00	500.00	0.00	0.00	0.00
208-344-728-000	HAZMAT OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-344-787-000	HAZMAT EQUIPMENT REPAIRS	1,500.00	1,500.00	273.81	137.06	1,362.94	0.00	0.00	9.14
208-344-789-000	HAZMAT TRAINING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00
208-344-958-000	HAZMAT EQUIPMENT	3,000.00	3,000.00	8,420.10	508.37	2,491.63	508.37	0.00	16.95
Total Dept 344-HAZMAT		8,000.00	8,000.00	8,796.68	645.43	7,354.57	508.37	0.00	8.07
TOTAL Expenditures		8,000.00	8,000.00	8,796.68	645.43	7,354.57	508.37	0.00	8.07
Fund 208 - HAZMAT FUND:									
TOTAL REVENUES		200.00	200.00	193.69	14.34	185.66	14.34	0.00	7.17
TOTAL EXPENDITURES		8,000.00	8,000.00	8,796.68	645.43	7,354.57	508.37	0.00	8.07
NET OF REVENUES/EXPENDITURES - 2015					(8,602.99)	(8,602.99)			
NET OF REVENUES & EXPENDITURES		(7,800.00)	(7,800.00)	(8,602.99)	(631.09)	(7,168.91)	(494.03)	0.00	8.09
BEG. FUND BALANCE		54,677.34	54,677.34	54,677.34	54,677.34				
END FUND BALANCE		46,877.34	46,877.34	46,074.35	45,443.26				

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 208 - HAZMAT FUND			
208-000-015-005	MM LAKE MICH CR UN 112010265771	45,443.26	
208-000-390-000	FUND BALANCE - RESTRICTED		54,677.34
208-000-665-000	HAZMAT INTEREST		14.34
208-344-787-000	HAZMAT EQUIPMENT REPAIRS	137.06	
208-344-958-000	HAZMAT EQUIPMENT	508.37	
Total Fund 208 - HAZMAT FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2015		8,602.99	
		54,691.68	54,691.68

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
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GL Number	Description	Balance
Fund 208 - HAZMAT FUND		
*** Assets ***		
208-000-015-005	MM LAKE MICH CR UN 112010265771	45,443.26
	Total Assets	<u>45,443.26</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
208-000-390-000	FUND BALANCE - RESTRICTED	54,677.34
	Total Fund Balance	<u>54,677.34</u>
	Beginning Fund Balance - 2015	<u>54,677.34</u>
	Net of Revenues VS Expenditures - 2015	(8,602.99)
	*2015 End FB/2016 Beg FB	46,074.35
	Net of Revenues VS Expenditures - Current Year	(631.09)
	Ending Fund Balance	45,443.26
	Total Liabilities And Fund Balance	<u>45,443.26</u>

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
<b>Fund 209 - CCT OPEN SPACE</b>									
<b>Revenues</b>									
<b>Dept 000</b>									
209-000-401-402	TAX LEVY	288,540.00	288,540.00	278,597.91	276,691.05	11,848.95	129,824.75	0.00	95.89
209-000-401-410	PERSONAL PROPERTY TAX	30,975.00	30,975.00	26,926.17	28,788.75	2,186.25	24,653.14	0.00	92.94
209-000-401-412	DELINQUENT TAXES-LEVY	1,500.00	1,500.00	2,140.64	0.00	1,500.00	0.00	0.00	0.00
209-000-401-437	ABATEMENT TAXES-LEVY	2,930.00	2,930.00	2,898.23	2,618.03	311.97	2,355.83	0.00	89.35
209-000-401-445	INTEREST & PENALTIES ON TAXES	100.00	100.00	62.81	22.67	77.33	22.67	0.00	22.67
209-000-539-100	CCT OPEN SPACE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-665-000	INTEREST ON INVESTMENTS	4,000.00	4,000.00	198.37	4.65	3,995.35	4.65	0.00	0.12
209-000-665-408	INTEREST ON HOMEYER FUND	0.00	0.00	148.65	149.13	(149.13)	149.13	0.00	100.00
209-000-671-675	DONATIONS	500.00	500.00	92.80	0.00	500.00	0.00	0.00	0.00
209-000-671-683	REIMBURSEMENTS/REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-673-000	CCT OPEN SPACE - SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-689-000	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-699-101	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-699-408	INTERFUND REIMB- HOMEYER OPEN SP	0.00	0.00	351,723.94	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 000</b>		<b>328,545.00</b>	<b>328,545.00</b>	<b>662,789.52</b>	<b>308,274.28</b>	<b>20,270.72</b>	<b>157,010.17</b>	<b>0.00</b>	<b>93.83</b>
<b>TOTAL Revenues</b>		<b>328,545.00</b>	<b>328,545.00</b>	<b>662,789.52</b>	<b>308,274.28</b>	<b>20,270.72</b>	<b>157,010.17</b>	<b>0.00</b>	<b>93.83</b>
<b>Expenditures</b>									
<b>Dept 751-OPEN SPACE PRESERVATION</b>									
209-751-787-000	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-801-000	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-821-000	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-821-100	ENGINEERING DESIGN -BOLT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-826-000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-827-000	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-921-000	ELECTRICITY	2,000.00	2,000.00	1,171.73	146.38	1,853.62	146.38	0.00	7.32
209-751-923-000	HEATING/UTILITY	1,500.00	1,500.00	78.45	102.03	1,397.97	102.03	0.00	6.80
209-751-927-000	WATER-SEWER	500.00	500.00	255.08	0.00	500.00	0.00	0.00	0.00
209-751-935-000	PARK MAINTENANCE	20,000.00	20,000.00	17,447.97	0.00	19,412.00	0.00	588.00	2.94
209-751-950-000	TAX REFUNDS	200.00	200.00	172.24	21.29	178.71	21.29	0.00	10.65
209-751-971-000	LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-971-100	LAND AQUISION-BOLT PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-971-200	LAND AQUISION - FASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-980-100	CONSTRUCTION - PEACE PARK(BOLT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-980-250	CONSTRUCTION - BURTON PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 751-OPEN SPACE PRESERVATION</b>		<b>24,200.00</b>	<b>24,200.00</b>	<b>19,125.47</b>	<b>269.70</b>	<b>23,342.30</b>	<b>269.70</b>	<b>588.00</b>	<b>3.54</b>
<b>Dept 901-CAPITAL OUTLAY</b>									
209-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 901-CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 965-TRANSFERS OUT</b>									
209-965-998-000	BOND DISCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-965-999-000	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-965-999-101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 965-TRANSFERS OUT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 990-DEBT SERVICE</b>									
209-990-992-001	BOND PRINCIPAL PAYMENT	210,000.00	210,000.00	205,000.00	0.00	210,000.00	0.00	0.00	0.00
209-990-996-001	INTEREST AND FEES BA 2009	139,959.00	139,959.00	146,446.26	0.00	139,959.00	0.00	0.00	0.00
<b>Total Dept 990-DEBT SERVICE</b>		<b>349,959.00</b>	<b>349,959.00</b>	<b>351,446.26</b>	<b>0.00</b>	<b>349,959.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL Expenditures</b>		<b>374,159.00</b>	<b>374,159.00</b>	<b>370,571.73</b>	<b>269.70</b>	<b>373,301.30</b>	<b>269.70</b>	<b>588.00</b>	<b>0.23</b>
<b>Fund 209 - CCT OPEN SPACE:</b>									
<b>TOTAL REVENUES</b>		<b>328,545.00</b>	<b>328,545.00</b>	<b>662,789.52</b>	<b>308,274.28</b>	<b>20,270.72</b>	<b>157,010.17</b>	<b>0.00</b>	<b>93.83</b>
<b>TOTAL EXPENDITURES</b>		<b>374,159.00</b>	<b>374,159.00</b>	<b>370,571.73</b>	<b>269.70</b>	<b>373,301.30</b>	<b>269.70</b>	<b>588.00</b>	<b>0.23</b>
<b>NET OF REVENUES/EXPENDITURES - 2015</b>					<b>292,217.79</b>	<b>292,217.79</b>			
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(45,614.00)</b>	<b>(45,614.00)</b>	<b>292,217.79</b>	<b>308,004.58</b>	<b>(353,030.58)</b>	<b>156,740.47</b>	<b>(588.00)</b>	<b>673.95</b>

03/18/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
BEG. FUND BALANCE		470,595.57	470,595.57	470,595.57	470,595.57				
END FUND BALANCE		424,981.57	424,981.57	762,813.36	1,070,817.94				

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 209 - CCT OPEN SPACE			
209-000-001-100	CASH -CHEM	188,795.22	
209-000-003-015	CD - COMMUNITY WEST CR UN/M 10/15/16	250,001.00	
209-000-003-019	CD- FLAGSTAR BANK M1/13/2016	280,000.00	
209-000-015-005	MONEY MARKET LAKE MICH CR UN HOMEYER	352,021.72	
209-000-020-000	TAXES RECEIVABLE	175,469.62	
209-000-084-000	DUE FROM OTHER TWP FUNDS	147,402.45	
209-000-339-000	DEFERRED REVENUE		322,872.07
209-000-390-000	FUND BALANCE - RESTRICTED		2,722.98
209-000-391-001	FUND BALANCE - COMMITTED/PP TAX 2012		116,000.00
209-000-391-004	FUND BALANCE - COMMITTED HOMEYER 12/15		351,872.59
209-000-401-402	TAX LEVY		276,691.05
209-000-401-410	PERSONAL PROPERTY TAX		28,788.75
209-000-401-437	ABATEMENT TAXES-LEVY		2,618.03
209-000-401-445	INTEREST & PENALTIES ON TAXES		22.67
209-000-665-000	INTEREST ON INVESTMENTS		4.65
209-000-665-408	INTEREST ON HOMEYER FUND		149.13
209-751-921-000	ELECTRICITY	146.38	
209-751-923-000	HEATING/UTILITY	102.03	
209-751-950-000	TAX REFUNDS	21.29	
Total Fund 209 - CCT OPEN SPACE			
NET OF REVENUES/EXPENDITURES - 2015		1,393,959.71	292,217.79
			1,393,959.71

03/18/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 209 - CCT OPEN SPACE		
*** Assets ***		
209-000-001-100	CASH -CHEM	188,795.22
209-000-003-015	CD - COMMUNITY WEST CR UN/M 10/15/16	250,001.00
209-000-003-019	CD- FLAGSTAR BANK M1/13/2016	280,000.00
209-000-015-005	MONEY MARKET LAKE MICH CR UN HOMEYER	352,021.72
209-000-020-000	TAXES RECEIVABLE	175,469.62
209-000-084-000	DUE FROM OTHER TWP FUNDS	147,402.45
	Total Assets	1,393,690.01
*** Liabilities ***		
209-000-339-000	DEFERRED REVENUE	322,872.07
	Total Liabilities	322,872.07
*** Fund Balance ***		
209-000-390-000	FUND BALANCE - RESTRICTED	2,722.98
209-000-391-001	FUND BALANCE - COMMITTED/PP TAX 2012	116,000.00
209-000-391-004	FUND BALANCE - COMMITTTED HOMEYER 12/15	351,872.59
	Total Fund Balance	470,595.57
	Beginning Fund Balance - 2015	470,595.57
	Net of Revenues VS Expenditures - 2015	292,217.79
	*2015 End FB/2016 Beg FB	762,813.36
	Net of Revenues VS Expenditures - Current Year	308,004.58
	Ending Fund Balance	1,070,817.94
	Total Liabilities And Fund Balance	1,393,690.01

\* Year Not Closed

03/18/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
Fund 211 - DAM MAJOR REPAIR FUND									
Revenues									
Dept 000									
211-000-665-000	INTEREST REVENUE	900.00	900.00	948.16	89.92	810.08	89.92	0.00	9.99
211-000-675-000	CONTRIBUTIONS	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00
211-000-699-101	TRANSFERS FROM GENERAL FUND	40,000.00	40,000.00	40,000.00	10,000.00	30,000.00	10,000.00	0.00	25.00
Total Dept 000		45,900.00	45,900.00	45,948.16	10,089.92	35,810.08	10,089.92	0.00	21.98
TOTAL Revenues		45,900.00	45,900.00	45,948.16	10,089.92	35,810.08	10,089.92	0.00	21.98
Expenditures									
Dept 901-CAPITAL OUTLAY									
211-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211-901-980-000	EXPENSES/DAM MAJOR REPAIR	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	0.00	0.00
211-901-990-000	INSPECTION REPORTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	0.00	0.00
TOTAL Expenditures		25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	0.00	0.00
Fund 211 - DAM MAJOR REPAIR FUND:									
TOTAL REVENUES		45,900.00	45,900.00	45,948.16	10,089.92	35,810.08	10,089.92	0.00	21.98
TOTAL EXPENDITURES		25,000.00	25,000.00	0.00	0.00	25,000.00	0.00	0.00	0.00
NET OF REVENUES/EXPENDITURES - 2015					45,948.16	45,948.16			
NET OF REVENUES & EXPENDITURES		20,900.00	20,900.00	45,948.16	10,089.92	10,810.08	10,089.92	0.00	48.28
BEG. FUND BALANCE		478,166.41	478,166.41	478,166.41	478,166.41				
END FUND BALANCE		499,066.41	499,066.41	524,114.57	534,204.49				

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 211 - DAM MAJOR REPAIR FUND			
211-000-003-014	CD - LAKE MICH CR UN #40 3/10/2017	311,935.86	
211-000-015-005	MM LAKE MICH CR UN- DAM REPAIR 1026577-0	222,268.63	
211-000-390-000	FUND BALANCE - RESTRICTED		228,166.41
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12		250,000.00
211-000-665-000	INTEREST REVENUE		89.92
211-000-699-101	TRANSFERS FROM GENERAL FUND		10,000.00
Total Fund 211 - DAM MAJOR REPAIR FUND			
NET OF REVENUES/EXPENDITURES - 2015		534,204.49	45,948.16
			534,204.49

03/18/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 211 - DAM MAJOR REPAIR FUND		
*** Assets ***		
211-000-003-014	CD - LAKE MICH CR UN #40 3/10/2017	311,935.86
211-000-015-005	MM LAKE MICH CR UN- DAM REPAIR 1026577-0	222,268.63
	Total Assets	534,204.49
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
211-000-390-000	FUND BALANCE - RESTRICTED	228,166.41
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12	250,000.00
	Total Fund Balance	478,166.41
	Beginning Fund Balance - 2015	478,166.41
	Net of Revenues VS Expenditures - 2015	45,948.16
	*2015 End FB/2016 Beg FB	524,114.57
	Net of Revenues VS Expenditures - Current Year	10,089.92
	Ending Fund Balance	534,204.49
	Total Liabilities And Fund Balance	534,204.49

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
Fund 216 - PATHWAYS FUND										
Revenues										
Dept 000										
216-000-401-402	TAX LEVY	499,950.00	499,950.00	482,726.49	479,422.19	20,527.81	224,944.39	0.00	95.89	
216-000-401-410	PERSONAL PROPERTY TAX	53,665.00	53,665.00	46,653.20	49,880.12	3,784.88	42,714.60	0.00	92.95	
216-000-401-412	DELINQUENT TAX LEVY	2,500.00	2,500.00	3,898.29	0.00	2,500.00	0.00	0.00	0.00	
216-000-401-437	ABATEMENT TAXES-LEVY	5,080.00	5,080.00	5,021.63	4,536.20	543.80	4,081.89	0.00	89.30	
216-000-401-445	PENALTIES & INTEREST ON TAX	125.00	125.00	108.89	39.31	85.69	39.31	0.00	31.45	
216-000-665-000	INTEREST REVENUE	1,000.00	1,000.00	13,018.81	42.55	957.45	42.55	0.00	4.26	
216-000-665-100	INTEREST ON INVESTMENT FNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-000-665-200	INTEREST ON INVESTMENT FHR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-000-665-201	INTEREST ON INVESTMENT FHR2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-000-671-671	MISCELLANEOUS INCOME	0.00	0.00	7,934.00	0.00	0.00	0.00	0.00	0.00	
216-000-671-675	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-000-673-000	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-000-698-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000		562,320.00	562,320.00	559,361.31	533,920.37	28,399.63	271,822.74	0.00	94.95	
TOTAL Revenues										
		562,320.00	562,320.00	559,361.31	533,920.37	28,399.63	271,822.74	0.00	94.95	
Expenditures										
Dept 758-PATHWAYS										
216-758-728-000	OPERATING SUPPLIES	8,000.00	8,000.00	6,583.58	386.46	7,613.54	386.46	0.00	4.83	
216-758-757-000	MISCELLANEOUS SUPPLIES/EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-787-000	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-811-000	MUN NOTE DISCOUNT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-811-100	CAP IMP BOND DISCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-821-100	ENGINEERING	35,000.00	35,000.00	2,687.50	0.00	35,000.00	0.00	0.00	0.00	
216-758-826-000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-827-000	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-923-000	HEATING/UTILITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-931-000	MAINT & REPAIR	70,000.00	70,000.00	64,918.10	15.98	69,492.01	15.98	492.01	0.73	
216-758-950-000	PROPERTY TAX REFUNDS	400.00	400.00	298.43	36.89	363.11	36.89	0.00	9.22	
216-758-955-000	MISCELLANEOUS EXPENSE	0.00	0.00	12.80	0.00	0.00	0.00	0.00	0.00	
216-758-970-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-974-000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-977-000	BIKE LANE - CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-978-000	BIKE LANE ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-981-000	SMALL EQUIP AND FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-990-000	INSPECTION REPORTS-DAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-758-996-000	INTEREST & FISCAL CHG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 758-PATHWAYS		113,400.00	113,400.00	74,500.41	439.33	112,468.66	439.33	492.01	0.82	
Dept 901-CAPITAL OUTLAY										
216-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	6,975.00	0.00	0.00	0.00	0.00	0.00	
216-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-901-974-500	CONST - PATHWAYS/BURTON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 901-CAPITAL OUTLAY		0.00	0.00	6,975.00	0.00	0.00	0.00	0.00	0.00	
Dept 965-TRANSFERS OUT										
216-965-999-000	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 965-TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 970-CAPITAL OUTLAY										
216-970-970-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 970-CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 990-DEBT SERVICE										
216-990-992-001	MUN NOTE 1999/PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-992-002	MUN NOTE 2000/PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-992-003	MUN NOTE 2002A/PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-992-004	BOND/LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-992-005	CAP IMP BOND 2005/PRINCIPAL	0.00	0.00	175,000.00	0.00	0.00	0.00	0.00	0.00	
216-990-992-006	MUN NOTE 2010/PRINCIPAL	0.00	0.00	130,000.00	0.00	0.00	0.00	0.00	0.00	

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REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
216-990-992-007	BOND PRINCIPAL- 2012 REFINANCE	250,000.00	250,000.00	199,000.00	0.00	250,000.00	0.00	0.00	0.00	
216-990-996-001	MUN NOTE 1999/INT & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-996-002	MUN NOTE 2000/INT & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-996-003	MUN NOTE 2002A/INT & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-996-004	CAP IMP BOND 2002/INT & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
216-990-996-005	CAP IMP BOND 2005/INT & FEES	0.00	0.00	7,977.50	0.00	0.00	0.00	0.00	0.00	
216-990-996-006	MUN NOTE 2010/ INT AND FEES	0.00	0.00	3,185.00	0.00	0.00	0.00	0.00	0.00	
216-990-996-207	BOND INTEREST- 2012 REFINANCE	9,707.00	9,707.00	12,812.70	0.00	9,707.00	0.00	0.00	0.00	
Total Dept 990-DEBT SERVICE		259,707.00	259,707.00	527,975.20	0.00	259,707.00	0.00	0.00	0.00	
TOTAL Expenditures		373,107.00	373,107.00	609,450.61	439.33	372,175.66	439.33	492.01	0.25	
Fund 216 - PATHWAYS FUND:										
TOTAL REVENUES		562,320.00	562,320.00	559,361.31	533,920.37	28,399.63	271,822.74	0.00	94.95	
TOTAL EXPENDITURES		373,107.00	373,107.00	609,450.61	439.33	372,175.66	439.33	492.01	0.25	
NET OF REVENUES/EXPENDITURES - 2015					(50,089.30)	(50,089.30)				
NET OF REVENUES & EXPENDITURES		189,213.00	189,213.00	(50,089.30)	533,481.04	(343,776.03)	271,383.41	(492.01)	281.69	
BEG. FUND BALANCE		758,014.00	758,014.00	758,014.00	758,014.00					
END FUND BALANCE		947,227.00	947,227.00	707,924.70	1,241,405.74					

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 216 - PATHWAYS FUND			
216-000-003-016	CD-OPTION ONE CR UN M 10/08/2018	524,327.53	
216-000-015-025	PATHWAYS M/M MACATAWA BANK	717,078.21	
216-000-020-000	TAXES RECEIVABLE	304,031.49	
216-000-084-000	DUE FROM OTHER FUNDS	255,405.80	
216-000-339-000	DEFERRED REVENUE		559,437.29
216-000-390-000	FUND BALANCE - RESTRICTED		558,014.00
216-000-391-001	FUND BALANCE - COMMITTED - PP TAX 2012		200,000.00
216-000-401-402	TAX LEVY		479,422.19
216-000-401-410	PERSONAL PROPERTY TAX		49,880.12
216-000-401-437	ABATEMENT TAXES-LEVY		4,536.20
216-000-401-445	PENALTIES & INTEREST ON TAX		39.31
216-000-665-000	INTEREST REVENUE		42.55
216-758-728-000	OPERATING SUPPLIES	386.46	
216-758-931-000	MAINT & REPAIR	15.98	
216-758-950-000	PROPERTY TAX REFUNDS	36.89	
Total Fund 216 - PATHWAYS FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2015		50,089.30	
		1,851,371.66	1,851,371.66

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 216 - PATHWAYS FUND		
*** Assets ***		
216-000-003-016	CD-OPTION ONE CR UN M 10/08/2018	524,327.53
216-000-015-025	PATHWAYS M/M MACATAWA BANK	717,078.21
216-000-020-000	TAXES RECEIVABLE	304,031.49
216-000-084-000	DUE FROM OTHER FUNDS	255,405.80
	Total Assets	1,800,843.03
*** Liabilities ***		
216-000-339-000	DEFERRED REVENUE	559,437.29
	Total Liabilities	559,437.29
*** Fund Balance ***		
216-000-390-000	FUND BALANCE - RESTRICTED	558,014.00
216-000-391-001	FUND BALANCE - COMMITTED - PP TAX 2012	200,000.00
	Total Fund Balance	758,014.00
	Beginning Fund Balance - 2015	758,014.00
	Net of Revenues VS Expenditures - 2015	(50,089.30)
	*2015 End FB/2016 Beg FB	707,924.70
	Net of Revenues VS Expenditures - Current Year	533,481.04
	Ending Fund Balance	1,241,405.74
	Total Liabilities And Fund Balance	1,800,843.03

\* Year Not Closed

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REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)			
Fund 246 - IRF										
Revenues										
Dept 000										
246-000-630-000	HOOKUP FEES	200,000.00	200,000.00	730,240.00	36,376.00	163,624.00	33,076.00	0.00	18.19	
246-000-665-000	INTEREST ON INVESTMENTS	3,000.00	3,000.00	11,515.93	197.72	2,802.28	197.72	0.00	6.59	
246-000-669-000	INT & P S/A-ORDINANCE	4,500.00	4,500.00	6,840.82	1,571.55	2,928.45	0.00	0.00	34.92	
246-000-669-003	INT & P S/A-CARAVELLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-669-005	INT & P S/A-OAKBLUFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-669-006	INT & P S/A-KRAFT #28S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-669-011	INT & P S/A OAK TERRACE	0.00	0.00	1,571.55	0.00	0.00	0.00	0.00	0.00	
246-000-669-888	INT & P S/A FOREST SHORES	80.00	80.00	0.00	0.00	80.00	0.00	0.00	0.00	
246-000-669-889	INT & P S/A ORDINANCE-MARACAIBO S	20.00	20.00	0.00	0.00	20.00	0.00	0.00	0.00	
246-000-671-000	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-672-000	S/A REVENUE-ORDINANCE	15,000.00	15,000.00	14,085.07	0.00	15,000.00	0.00	0.00	0.00	
246-000-672-003	S/A REVENUE-CARAVELLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-672-005	S/A REVENUE-OAKBLUFF SAD #27W	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-672-006	S/A REVENUE-KRAFT #28S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-672-008	S/A REVENUE-INACTIVE	12,000.00	12,000.00	29,430.00	0.00	12,000.00	0.00	0.00	0.00	
246-000-672-010	S/A REVENUE - KRAFT 2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-672-011	S/A REVENUE - OAK TERRACE	0.00	0.00	11,641.20	0.00	0.00	0.00	0.00	0.00	
246-000-672-888	FOREST SHORES SPECIAL ASSESSMENT	940.00	940.00	0.00	0.00	940.00	0.00	0.00	0.00	
246-000-672-889	S/A REV ORDINANCE- MARACAIBO SHO	205.00	205.00	0.00	0.00	205.00	0.00	0.00	0.00	
246-000-680-200	DEVELOPER CONTRIBUTION-BURTON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-680-250	CONTRIBUTION-5680 KRAFT 8" LATERA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-680-260	CONTRIBUTIONS CASCADE LAKES CTL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-690-000	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-698-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-699-101	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-699-888	TRANSFER FROM FOREST SHORES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-000-699-889	TRANSFER FROM MARACAIBO SHORES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000		235,745.00	235,745.00	805,324.57	38,145.27	197,599.73	33,273.72	0.00	16.18	
TOTAL Revenues		235,745.00	235,745.00	805,324.57	38,145.27	197,599.73	33,273.72	0.00	16.18	
Expenditures										
Dept 295-ADMINISTRATIVE										
246-295-821-000	ADMIN ENGINEERING COSTS	90,000.00	90,000.00	18,701.00	0.00	90,000.00	0.00	0.00	0.00	
246-295-826-000	ADMIN LEGAL FEES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	
246-295-827-000	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-295-901-000	PUBLICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-295-939-000	ADMIN SERVICE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-295-964-000	ADMIN 10%/HOOKUP TO GENERAL	20,000.00	20,000.00	73,024.00	0.00	20,000.00	0.00	0.00	0.00	
246-295-964-100	ADMIN HOOK-UP REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-295-974-000	CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-295-980-000	ADMIN MISCELLANEOUS EXPENSE	1,000.00	1,000.00	1,145.63	0.00	1,000.00	0.00	0.00	0.00	
Total Dept 295-ADMINISTRATIVE		113,500.00	113,500.00	92,870.63	0.00	113,500.00	0.00	0.00	0.00	
Dept 440-BURTON ST										
246-440-821-000	ENGINEERING/ROAD OVERLAYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-440-822-000	BURTON ST S&W ENG DESIGN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-440-823-000	BURTON ST S&W ENG CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-440-826-000	BURTON ST S&W LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
246-440-980-000	BURTON STREET S&W CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 440-BURTON ST		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 441-CAS TRANS W MAIN CONSTRUCTION										
246-441-980-000	CAS TRANS W MAIN CONST COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 441-CAS TRANS W MAIN CONSTRUCTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 448-STREET LIGHTS										
246-448-980-000	TAMMARRON/FHPS WATER CONST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 448-STREET LIGHTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Dept 449-28TH STREET FORCEMAIN										
246-449-980-000	28TH ST FORCEMAIN CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 449-28TH STREET FORCEMAIN		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	END BALANCE 12/31/2015 NORM (ABNORM)	YTD BALANCE 02/29/2016 NORM (ABNORM)	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR MONTH 02/29/2016 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	% BDGT USED
Dept 450-CASCADE LAKES CENTER TURN LANE									
246-450-980-260	CONSTRUCTION CASCADE LAKES CTL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 450-CASCADE LAKES CENTER TURN LANE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 455									
246-455-821-000	ENGINEERING/ROAD OVERLAYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-455-890-000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 455		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 901-CAPITAL OUTLAY									
246-901-821-240	ENGINEERING- OAK TERRACE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-821-241	ENGINEERING- OAK TERRACE ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-821-243	ENGINEERING - NORTH CENTRAL PRESS	15,000.00	15,000.00	4,611.26	0.00	15,000.00	0.00	0.00	0.00
246-901-821-250	ENG CONST-TAMMARRON/LARAWAY II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-972-240	KRAFT SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-972-300	BURTON/CASCADE PV PROJECT	300,000.00	300,000.00	0.00	0.00	300,000.00	0.00	0.00	0.00
246-901-973-240	KRAFT WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-973-241	OAK TERRACE ST PROJEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-973-243	NORTH CENTRAL PRESSURE PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		315,000.00	315,000.00	4,611.26	0.00	315,000.00	0.00	0.00	0.00
Dept 906-DEBT SERVICE									
246-906-991-001	PRINCIPAL PAYMENT/2002 REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-906-991-004	PRINCIPAL PAY/CAP IMP 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-906-996-001	INT & FIS CHG/2002 REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-906-996-003	INT & FIS CHG/ 1996A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-906-996-004	INT & FIS CHG/CAP IMP 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 906-DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 965-TRANSFERS OUT									
246-965-999-000	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-965-999-101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 965-TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 990-DEBT SERVICE									
246-990-991-001	PRINCIPAL PAYMENT/2002 REF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-990-991-004	PRINCIPAL PAY/CAP IMP 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-990-992-001	BOND PRINCIPAL-2012 REFINANCE	76,000.00	76,000.00	74,000.00	0.00	76,000.00	0.00	0.00	0.00
246-990-996-001	INTEREST AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-990-996-004	LOAN/BOND INTEREST AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
246-990-996-201	BOND INTEREST -2012 REFINANCE	4,040.00	4,040.00	5,298.30	0.00	4,040.00	0.00	0.00	0.00
Total Dept 990-DEBT SERVICE		80,040.00	80,040.00	79,298.30	0.00	80,040.00	0.00	0.00	0.00
TOTAL Expenditures		508,540.00	508,540.00	176,780.19	0.00	508,540.00	0.00	0.00	0.00
Fund 246 - IRF:									
TOTAL REVENUES		235,745.00	235,745.00	805,324.57	38,145.27	197,599.73	33,273.72	0.00	16.18
TOTAL EXPENDITURES		508,540.00	508,540.00	176,780.19	0.00	508,540.00	0.00	0.00	0.00
NET OF REVENUES/EXPENDITURES - 2015					628,544.38	628,544.38			
NET OF REVENUES & EXPENDITURES		(272,795.00)	(272,795.00)	628,544.38	38,145.27	(310,940.27)	33,273.72	0.00	13.98
BEG. FUND BALANCE		1,181,492.59	1,181,492.59	1,181,492.59	1,181,492.59				
END FUND BALANCE		908,697.59	908,697.59	1,810,036.97	1,848,182.24				

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 246 - IRF			
246-000-003-014	IRF CD - LAKE MICH CR UN #42	700,000.00	
246-000-003-030	CD - TALMER BANK & TRUST M6/30/18	500,000.00	
246-000-015-004	MONEY MARKET - CHEMICAL BANK	203,147.48	
246-000-015-005	IRF MM LAKE MICH CR UN	451,148.64	
246-000-030-001	S/A ORDINANCE RECEIVABLE	26,439.40	
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61	
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	52,385.50	
246-000-030-099	S/A RECEIVABLE-INACTIVE-SEWER	1,224,488.52	
246-000-030-100	S/A RECEIVABLE-INACTIVE-WATER	2,276,323.30	
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE	589.48	
246-000-085-000	DUE FROM TAXES	9,220.75	
246-000-214-000	DUE TO OTHER FUNDS		103.51
246-000-339-000	DEFERRED REVENUE-ORDINANCE		307,089.61
246-000-339-001	DEFERRED REV-INACTIVE-SEWER		1,234,488.52
246-000-339-002	DEFERRED REV-INACTIVE-WATER		2,276,323.30
246-000-339-011	DEFERRED REVENUE- OAK TERRACE		52,385.50
246-000-390-000	FUND BALANCE - RESTRICTED		1,181,492.59
246-000-630-000	HOOKUP FEES		36,376.00
246-000-665-000	INTEREST ON INVESTMENTS		197.72
246-000-669-000	INT & P S/A-ORDINANCE		1,571.55
Total Fund 246 - IRF			
NET OF REVENUES/EXPENDITURES - 2015		5,718,572.68	628,544.38
			5,718,572.68

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 246 - IRF		
*** Assets ***		
246-000-003-014	IRF CD - LAKE MICH CR UN #42	700,000.00
246-000-003-030	CD - TALMER BANK & TRUST M6/30/18	500,000.00
246-000-015-004	MONEY MARKET - CHEMICAL BANK	203,147.48
246-000-015-005	IRF MM LAKE MICH CR UN	451,148.64
246-000-030-001	S/A ORDINANCE RECEIVABLE	26,439.40
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	52,385.50
246-000-030-099	S/A RECEIVABLE-INACTIVE-SEWER	1,224,488.52
246-000-030-100	S/A RECEIVABLE-INACTIVE-WATER	2,276,323.30
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE	589.48
246-000-085-000	DUE FROM TAXES	9,220.75
	Total Assets	5,718,572.68
*** Liabilities ***		
246-000-214-000	DUE TO OTHER FUNDS	103.51
246-000-339-000	DEFERRED REVENUE-ORDINANCE	307,089.61
246-000-339-001	DEFERRED REV-INACTIVE-SEWER	1,234,488.52
246-000-339-002	DEFERRED REV-INACTIVE-WATER	2,276,323.30
246-000-339-011	DEFERRED REVENUE- OAK TERRACE	52,385.50
	Total Liabilities	3,870,390.44
*** Fund Balance ***		
246-000-390-000	FUND BALANCE - RESTRICTED	1,181,492.59
	Total Fund Balance	1,181,492.59
	Beginning Fund Balance - 2015	1,181,492.59
	Net of Revenues VS Expenditures - 2015	628,544.38
	*2015 End FB/2016 Beg FB	1,810,036.97

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
	Net of Revenues VS Expenditures - Current Year	38,145.27
	Ending Fund Balance	1,848,182.24
	Total Liabilities And Fund Balance	5,718,572.68

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
<b>Fund 248 - DDA</b>									
<b>Revenues</b>									
<b>Dept 000</b>									
248-000-401-401	TAXES - CASCADE TOWNSHIP	167,550.00	167,550.00	148,136.13	165,187.66	2,362.34	(1,028.42)	0.00	98.59
248-000-401-402	TAXES - G.R.C.C.	90,000.00	90,000.00	84,927.95	(1,195.18)	91,195.18	(1,195.18)	0.00	(1.33)
248-000-401-403	TAXES-KENT COUNTY	275,000.00	275,000.00	259,772.96	59,909.08	215,090.92	59,909.08	0.00	21.79
248-000-401-404	HYDRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-401-405	TAXES - STREETLIGHTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-401-406	KDL TAXES-DDA	60,850.00	60,850.00	53,800.44	59,993.25	856.75	59,993.25	0.00	98.59
248-000-665-000	INTEREST REVENUE	8,000.00	8,000.00	11,841.64	48.95	7,951.05	48.95	0.00	0.61
248-000-665-150	USB FINANCIAL - INT FNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665-300	INTEREST ON INVESTMENT GNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-669-004	INT & PENALTY CENT PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-671-683	REIMBURSEMENTS/REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-672-000	S/A REVENUE-CENT PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-675-300	DDACONTRIB & DONATION- METRO CR	3,000.00	3,000.00	4,034.89	0.00	3,000.00	0.00	0.00	0.00
248-000-676-000	INSURANCE REIMBURSEMENT	0.00	0.00	6,013.00	0.00	0.00	0.00	0.00	0.00
248-000-698-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699-000	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		604,400.00	604,400.00	568,527.01	283,943.76	320,456.24	117,727.68	0.00	46.98
<b>TOTAL Revenues</b>		<b>604,400.00</b>	<b>604,400.00</b>	<b>568,527.01</b>	<b>283,943.76</b>	<b>320,456.24</b>	<b>117,727.68</b>	<b>0.00</b>	<b>46.98</b>
<b>Expenditures</b>									
<b>Dept 170-DDA OPERATIONS/CONSTRUCTION</b>									
248-170-723-000	DDA - MEMBERSHIP AND DUES	940.00	940.00	0.00	0.00	940.00	0.00	0.00	0.00
248-170-724-000	DDA - EDUCATION	2,000.00	2,000.00	0.00	35.00	1,965.00	35.00	0.00	1.75
248-170-787-000	OTHER EXPENSES	10,000.00	10,000.00	8,275.77	19.99	9,980.01	19.99	0.00	0.20
248-170-821-000	ENGINEERING	10,000.00	10,000.00	3,350.00	0.00	10,000.00	0.00	0.00	0.00
248-170-821-266	ENGINEERING - SIDEWALK W 28TH ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-821-350	ENGINEERING - CENT PARK P#2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-826-265	LEGAL	4,000.00	4,000.00	560.00	0.00	4,000.00	0.00	0.00	0.00
248-170-827-000	BOND ISSUANCE COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-860-000	DDA - MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00	0.00	0.00
248-170-861-100	BUS SERVICE 28TH ST	102,800.00	102,800.00	0.00	0.00	0.00	0.00	102,800.00	100.00
248-170-921-000	ELECTRICITY	27,000.00	27,000.00	24,989.49	2,782.42	24,217.58	2,782.42	0.00	10.31
248-170-922-000	STREETLIGHTS	6,000.00	6,000.00	13,024.00	0.00	6,000.00	0.00	0.00	0.00
248-170-924-100	CELL PHONES	850.00	850.00	80.15	32.06	817.94	16.03	0.00	3.77
248-170-927-000	WATER-SEWER	6,500.00	6,500.00	2,601.45	9.85	6,490.15	9.85	0.00	0.15
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	37,800.00	37,800.00	22,023.85	526.00	36,214.00	(887.00)	1,060.00	4.20
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE	8,000.00	8,000.00	8,817.14	0.00	8,000.00	0.00	0.00	0.00
248-170-950-000	DDA PROPERTY TAX REFUNDS	10,000.00	10,000.00	11,665.54	0.00	10,000.00	0.00	0.00	0.00
248-170-967-000	SPECIAL PROJECTS	40,000.00	40,000.00	1,000.00	0.00	40,000.00	0.00	0.00	0.00
248-170-976-100	STREETSCAPE DESIGN (28TH ST)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-200	DDA LIGHTS/WALK CONSTRUCTION ADI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-300	STREETSCAPE DESIGN-CENTENNIAL PK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-350	CENT PARK SIDEWALK/STREETSCAPE P#	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-400	STREETSCAPE DESIGN - 28TH ST MEDIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-000	VAR CONSTRUCTION/DAM MAJOR REPA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-100	SIDEWALK CONSTRUCTION S/SIDE (28T	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-200	SIDEWALK CONSTRUCTION CASCADE RI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-266	SIDEWALK CONST - W 28TH ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-300	SIDEWALK CONST - CENTENNIAL PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-400	SIDEWALK CONST - 28TH ST MEDIUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-981-000	SMALL EQUIP AND FURNITURE	500.00	500.00	72.13	0.00	500.00	0.00	0.00	0.00
248-170-981-100	SIDEWALK ENGINEERING S/SIDE 28TH S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-981-300	CONST ENGINEERING - CENTENNIAL PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-981-350	CENT PARK- SIDEWALK ENGINEERING P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-981-400	CONST ENGINEERING - 28TH ST MEDIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-982-100	SIDEWALK EASEMENTS S/SIDE 28TH ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-982-200	SIDEWALK EASEMENTS-CASCADE RD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 170-DDA OPERATIONS/CONSTRUCTION		266,790.00	266,790.00	96,459.52	3,405.32	159,524.68	1,976.29	103,860.00	40.21
<b>Dept 901-CAPITAL OUTLAY</b>									
248-901-821-051	ENGINEERING- MUSEUM GARDENS	0.00	0.00	41,280.09	387.00	(387.00)	0.00	0.00	100.00
248-901-821-052	ENGINEERING-OLD 28TH STRFF REALIG	0.00	0.00	5,604.00	0.00	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
248-901-821-053	ENGINEER-MILLAGE AREA MID-BLOCK C	0.00	0.00	677.00	480.00	(480.00)	0.00	0.00	100.00
248-901-821-054	ENGINEERING- ENHANCED INTERSECTI	0.00	0.00	144,648.42	3,614.00	(3,614.00)	0.00	0.00	100.00
248-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00	0.00	0.00
248-901-974-051	MUSEUM GARDENS PROJECT	15,000.00	15,000.00	275,998.70	0.00	15,000.00	0.00	0.00	0.00
248-901-974-052	OLD 28TH ST REALIGNMENT	0.00	0.00	92,000.00	0.00	0.00	0.00	0.00	0.00
248-901-974-053	CAP OUT-VILLAGE AREA MID-BLOCK CR	0.00	0.00	160,000.00	0.00	0.00	0.00	0.00	0.00
248-901-974-054	CAPITAL OUTLAY- ENHANCED INTERSEC	5,000.00	5,000.00	1,164,551.10	0.00	5,000.00	0.00	0.00	0.00
248-901-974-170	CAPITAL OUTLAY LAND IMPROV-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-979-000	DDA -BUILDING AND GROUNDS EQUIPM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-980-266	SIDEWALK CONST - W 28TH ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-980-300	SIDEWALK CONST - CENTENNIAL PARK I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-901-981-300	CONST ENGINEERING - CENTENNIAL PA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		40,000.00	40,000.00	1,884,759.31	4,481.00	35,519.00	0.00	0.00	11.20
Dept 965-TRANSFERS OUT									
248-965-999-101	TRANSFER TO GENERAL FUND	94,340.00	94,340.00	94,340.00	0.00	94,340.00	0.00	0.00	0.00
Total Dept 965-TRANSFERS OUT		94,340.00	94,340.00	94,340.00	0.00	94,340.00	0.00	0.00	0.00
Dept 990-DEBT SERVICE									
248-990-992-002	BOND PRINCIPAL/2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-990-992-003	MUN BOND 2010 /PRINCIPAL	91,000.00	91,000.00	89,000.00	0.00	91,000.00	0.00	0.00	0.00
248-990-996-002	BOND INTEREST & FEES/2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-990-996-003	MUN BOND 2010 / INT & FEES	15,777.00	15,777.00	17,957.50	0.00	15,777.00	0.00	0.00	0.00
Total Dept 990-DEBT SERVICE		106,777.00	106,777.00	106,957.50	0.00	106,777.00	0.00	0.00	0.00
TOTAL Expenditures		507,907.00	507,907.00	2,182,516.33	7,886.32	396,160.68	1,976.29	103,860.00	22.00
Fund 248 - DDA:									
TOTAL REVENUES		604,400.00	604,400.00	568,527.01	283,943.76	320,456.24	117,727.68	0.00	46.98
TOTAL EXPENDITURES		507,907.00	507,907.00	2,182,516.33	7,886.32	396,160.68	1,976.29	103,860.00	22.00
NET OF REVENUES/EXPENDITURES - 2015					(1,613,989.32)	(1,613,989.32)			
NET OF REVENUES & EXPENDITURES		96,493.00	96,493.00	(1,613,989.32)	276,057.44	(75,704.44)	115,751.39	(103,860.00)	178.46
BEG. FUND BALANCE		1,928,823.65	1,928,823.65	1,928,823.65	1,928,823.65				
END FUND BALANCE		2,025,316.65	2,025,316.65	314,834.33	590,891.77				

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 248 - DDA			
248-000-003-011	CD - THE BANK OF HOLLAND	265,466.16	
248-000-003-016	CD-OPTION ONE CR UN	200,000.00	
248-000-015-004	MONEY MARKET - CHEMICAL BANK	54,193.35	
248-000-015-005	M/M LAKE MICH CR UN 0001026578	57,132.26	
248-000-015-010	OPTION 1 CR UN-MM	5.00	
248-000-040-000	ACCOUNTS RECEIVABLE	14,095.00	
248-000-084-000	DUE FROM OTHER FUNDS	166,216.08	
248-000-339-000	DEFERRED REVENUE		166,216.08
248-000-390-000	FUND BALANCE - RESTRICTED		1,928,823.65
248-000-401-401	TAXES - CASCADE TOWNSHIP		165,187.66
248-000-401-402	TAXES - G.R.C.C.	1,195.18	
248-000-401-403	TAXES-KENT COUNTY		59,909.08
248-000-401-406	KDL TAXES-DDA		59,993.25
248-000-665-000	INTEREST REVENUE		48.95
248-170-724-000	DDA - EDUCATION	35.00	
248-170-787-000	OTHER EXPENSES	19.99	
248-170-921-000	ELECTRICITY	2,782.42	
248-170-924-100	CELL PHONES	32.06	
248-170-927-000	WATER-SEWER	9.85	
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	526.00	
248-901-821-051	ENGINEERING- MUSEUM GARDENS	387.00	
248-901-821-053	ENGINEER-MILLAGE AREA MID-BLOCK CROSSING	480.00	
248-901-821-054	ENGINEERING- ENHANCED INTERSECTIONS	3,614.00	
Total Fund 248 - DDA			
DEFICIENCY OF REVENUES/EXPENDITURES - 2015		1,613,989.32	
		2,380,178.67	2,380,178.67

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 248 - DDA		
*** Assets ***		
248-000-003-011	CD - THE BANK OF HOLLAND	265,466.16
248-000-003-016	CD-OPTION ONE CR UN	200,000.00
248-000-015-004	MONEY MARKET - CHEMICAL BANK	54,193.35
248-000-015-005	M/M LAKE MICH CR UN 0001026578	57,132.26
248-000-015-010	OPTION 1 CR UN-MM	5.00
248-000-040-000	ACCOUNTS RECEIVABLE	14,095.00
248-000-084-000	DUE FROM OTHER FUNDS	166,216.08
	Total Assets	757,107.85
*** Liabilities ***		
248-000-339-000	DEFERRED REVENUE	166,216.08
	Total Liabilities	166,216.08
*** Fund Balance ***		
248-000-390-000	FUND BALANCE - RESTRICTED	1,928,823.65
	Total Fund Balance	1,928,823.65
	Beginning Fund Balance - 2015	1,928,823.65
	Net of Revenues VS Expenditures - 2015	(1,613,989.32)
	*2015 End FB/2016 Beg FB	314,834.33
	Net of Revenues VS Expenditures - Current Year	276,057.44
	Ending Fund Balance	590,891.77
	Total Liabilities And Fund Balance	757,107.85

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVALI BALANCE	ACTIVITY FOR		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	
Fund 249 - BUILDING FUND									
Revenues									
Dept 000									
249-000-600-644	NSF FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-607-483	CASCADE TWP BLDG COM PERMITS	130,000.00	130,000.00	257,317.00	14,897.00	115,103.00	12,913.00	0.00	11.46
249-000-607-484	CASCADE TWP BLDG RES PERMITS	95,000.00	95,000.00	94,835.00	13,432.00	81,568.00	11,064.00	0.00	14.14
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	70,000.00	70,000.00	105,856.00	8,128.00	61,872.00	4,445.00	0.00	11.61
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	80,000.00	80,000.00	116,960.25	20,839.00	59,161.00	11,565.25	0.00	26.05
249-000-607-487	CASCADE TWP PLUMBING PERMITS	55,000.00	55,000.00	61,509.00	1,550.00	53,450.00	83.00	0.00	2.82
249-000-607-488	CASCADE TWP PLAN REVIEWS	85,000.00	85,000.00	110,484.00	14,211.00	70,789.00	11,705.00	0.00	16.72
249-000-607-490	CASCADE TWP CONTRACTOR REG	8,000.00	8,000.00	7,110.00	2,205.00	5,795.00	1,005.00	0.00	27.56
249-000-607-500	LOWELL TWP BUILDING PERMITS	21,000.00	21,000.00	19,938.50	10,851.00	10,149.00	5,818.00	0.00	51.67
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	8,000.00	8,000.00	9,156.00	1,060.00	6,940.00	934.00	0.00	13.25
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	8,000.00	8,000.00	10,505.00	1,580.00	6,420.00	665.00	0.00	19.75
249-000-607-503	LOWELL TWP PLUMBING PERMITS	6,000.00	6,000.00	5,768.00	115.00	5,885.00	0.00	0.00	1.92
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	8,000.00	8,000.00	9,969.00	2,839.00	5,161.00	1,796.00	0.00	35.49
249-000-607-512	VERGENNES TWP MECHANICAL PERMIT	7,000.00	7,000.00	9,350.00	3,004.00	3,996.00	1,460.00	0.00	42.91
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	8,000.00	8,000.00	5,592.00	1,570.00	6,430.00	889.00	0.00	19.63
249-000-607-517	VERGENNES TWP SPECIAL BILLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-607-520	ADA TWP BUILDING PERMITS	80,000.00	80,000.00	99,083.76	9,893.00	70,107.00	1,852.00	0.00	12.37
249-000-607-521	ADA TWP PLUMBING PERMITS	30,000.00	30,000.00	29,413.00	3,861.00	26,139.00	1,762.00	0.00	12.87
249-000-607-522	ADA TWP SPECIAL BILLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-607-523	ADA TWP ELECTRICAL PERMITS	35,000.00	35,000.00	41,732.00	6,594.00	28,406.00	4,863.00	0.00	18.84
249-000-607-524	ADA TWP MECHANICAL PERMITS	35,000.00	35,000.00	47,594.75	10,510.00	24,490.00	5,480.00	0.00	30.03
249-000-607-531	GR TWP BUILDING PERMITS	105,000.00	105,000.00	109,932.25	21,200.00	83,800.00	17,084.00	0.00	20.19
249-000-607-532	GR TWP ELECTRICAL PERMITS	50,000.00	50,000.00	46,019.00	7,624.00	42,376.00	3,363.00	0.00	15.25
249-000-607-533	GR TWP MECHANICAL PERMITS	58,000.00	58,000.00	58,209.50	10,965.50	47,034.50	5,380.50	0.00	18.91
249-000-607-534	GR TWP PLUMBING PERMITS	38,000.00	38,000.00	32,704.00	4,079.00	33,921.00	1,671.00	0.00	10.73
249-000-607-535	GR TWP SPECIAL BILLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-607-536	EAST GR BUILDING PERMITS	56,000.00	56,000.00	64,424.00	7,092.00	48,908.00	5,644.00	0.00	12.66
249-000-607-537	EAST GR ELECTRICAL PERMITS	32,000.00	32,000.00	37,295.00	5,669.00	26,331.00	2,802.00	0.00	17.72
249-000-607-538	EAST GR MECHANICAL PERMITS	40,000.00	40,000.00	42,213.75	6,230.00	33,770.00	2,730.00	0.00	15.58
249-000-607-539	EAST GR PLUMBING PERMITS	24,000.00	24,000.00	27,994.00	3,467.00	20,533.00	1,384.00	0.00	14.45
249-000-607-540	EAST GR SPECIAL BILLING	0.00	0.00	0.00	55.00	(55.00)	55.00	0.00	100.00
249-000-607-541	EAST GR-RENTAL INSP	4,000.00	4,000.00	2,450.00	0.00	4,000.00	0.00	0.00	0.00
249-000-607-550	PLAINFIELD BUILDING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS	62,000.00	62,000.00	69,411.00	11,713.00	50,287.00	5,217.00	0.00	18.89
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	84,000.00	84,000.00	95,069.05	17,316.75	66,683.25	9,104.00	0.00	20.62
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	42,000.00	42,000.00	48,456.00	6,975.00	35,025.00	2,986.00	0.00	16.61
249-000-607-555	PLAINFIELD INSPECTION FEES -NP	2,000.00	2,000.00	2,550.00	0.00	2,000.00	0.00	0.00	0.00
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS	18,000.00	18,000.00	19,355.00	1,352.00	16,648.00	1,112.00	0.00	7.51
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS	7,000.00	7,000.00	7,347.00	531.00	6,469.00	375.00	0.00	7.59
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMI	5,000.00	5,000.00	5,160.00	785.00	4,215.00	275.00	0.00	15.70
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS	5,000.00	5,000.00	4,653.00	872.00	4,128.00	504.00	0.00	17.44
249-000-665-000	INTEREST REVENUE	18,850.00	18,850.00	11,583.47	19.69	18,830.31	19.69	0.00	0.10
249-000-671-671	MISCELLANEOUS INCOME	1,000.00	1,000.00	1,865.50	655.00	345.00	250.00	0.00	65.50
249-000-671-677	SALE OF ICC BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-673-000	SALE OF ASSETS	0.00	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00
249-000-676-000	REIMBURSEMENT INSURANCE/ELECTIO	0.00	0.00	(1,845.41)	0.00	0.00	0.00	0.00	0.00
249-000-677-000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-000-698-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,420,850.00	1,420,850.00	1,727,019.37	233,839.94	1,187,010.06	138,255.44	0.00	16.46
TOTAL Revenues		1,420,850.00	1,420,850.00	1,727,019.37	233,839.94	1,187,010.06	138,255.44	0.00	16.46

Expenditures  
 Dept 371-BUILDING DEPARTMENT

249-371-703-000	DIRECTOR OF INSPECTIONS	84,980.00	84,980.00	72,808.49	13,087.76	71,892.24	6,550.92	0.00	15.40
249-371-705-000	WAGES/SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-705-100	BUILDING CLERICAL I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-705-200	BUILDING CLERICAL II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-706-000	BLDG WAGES/SALARY- KD	62,830.00	62,830.00	62,022.30	9,666.12	53,163.88	4,833.06	0.00	15.38
249-371-706-302	BLDG INSPECTOR - JB	62,484.00	62,484.00	61,681.09	9,612.92	52,871.08	4,806.46	0.00	15.38
249-371-706-303	BLDG INSPECTOR - WB	65,127.00	65,127.00	64,289.48	10,019.44	55,107.56	5,009.72	0.00	15.38
249-371-706-304	BLDG INSPECTOR - DH	67,141.00	67,141.00	66,857.86	10,329.32	56,811.68	5,164.66	0.00	15.38
249-371-706-305	BLDG INSPECTOR - JV/VM	62,485.00	62,485.00	61,681.09	9,612.92	52,872.08	4,806.46	0.00	15.38

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR		
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	% BDGT USED
249-371-706-306	BLDG INSPECTOR / PT - SB	59,944.00	59,944.00	48,208.81	9,222.16	50,721.84	4,611.08	0.00	15.38
249-371-706-307	BLDG INSPECTOR - JH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-706-309	BLDG INSPECTOR - DHU	57,143.00	57,143.00	54,696.44	8,791.24	48,351.76	4,395.62	0.00	15.38
249-371-706-400	BUILDING CLERICAL I	39,032.00	39,032.00	36,517.68	6,006.43	33,025.57	3,003.22	0.00	15.39
249-371-706-401	BUILDING CLERICAL II- JC	16,900.00	16,900.00	13,903.34	2,388.38	14,511.62	1,171.50	0.00	14.13
249-371-706-402	BUILDING CLERICAL PART-TIME KH	16,900.00	16,900.00	13,540.82	2,021.25	14,878.75	1,212.75	0.00	11.96
249-371-706-500	BLDG ADDITIONAL HELP	28,000.00	28,000.00	16,562.51	1,345.77	26,654.23	747.92	0.00	4.81
249-371-707-000	INSPECTOR-JS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-708-000	INSPECTOR-BW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-709-000	WAGES/SALARIES OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-710-000	INSPECTOR-DH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-711-000	INSPECTOR-DC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-712-000	P.T. INSPECTOR-RS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-713-000	BLDG ADDITIONAL HELP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-723-000	MEMBERSHIPS AND DUES	3,200.00	3,200.00	3,464.00	150.00	3,050.00	75.00	0.00	4.69
249-371-724-000	EDUCATION	6,000.00	6,000.00	1,958.73	885.00	5,115.00	525.00	0.00	14.75
249-371-727-000	SUPPLIES	8,500.00	8,500.00	2,762.94	178.26	3,996.51	134.30	4,325.23	52.98
249-371-756-000	DEPARTMENT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-757-000	SUPPLIES-ICC BOOKS	9,000.00	9,000.00	3,784.27	110.00	4,890.00	110.00	4,000.00	45.67
249-371-768-000	DEPARTMENT UNIFORMS	3,900.00	3,900.00	2,366.06	1,692.98	2,207.02	1,692.98	0.00	43.41
249-371-787-000	OTHER EXPENSES	1,600.00	1,600.00	514.15	0.00	1,600.00	0.00	0.00	0.00
249-371-787-200	OTHER EXPENSES - CREDIT CARD FEES	12,000.00	12,000.00	11,011.80	1,203.50	10,796.50	1,203.50	0.00	10.03
249-371-807-000	AUDIT FEES & SERVICES	1,300.00	1,300.00	750.00	0.00	1,300.00	0.00	0.00	0.00
249-371-810-000	INSURANCE	5,800.00	5,800.00	6,346.00	6,612.90	(18,447.30)	6,612.90	17,634.40	418.06
249-371-826-000	LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-827-100	SPACE STUDY-ARCH DEV/PLANNING MI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-860-000	MILEAGE	54,000.00	54,000.00	58,692.41	6,522.66	47,477.34	4,446.90	0.00	12.08
249-371-861-500	INSPECTOR-DC MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-861-600	INSPECTOR-KD MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-861-700	INSPECTOR-JS MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-861-800	INSPECTOR-BW MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-861-900	INSPECTOR-TB MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-861-990	INSPECTOR-DH MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-861-995	P.T. INSPECTOR-RS MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-862-500	DEPT HEAD, SUPV EXPENSES	500.00	500.00	286.15	50.79	449.21	33.00	0.00	10.16
249-371-863-000	DEPARTMENT VEHICLE MAINT/FUEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-891-000	PLANNING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-892-000	ACCOUNTING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-893-000	FACILITIES USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-900-000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
249-371-924-000	PHONES	1,800.00	1,800.00	979.43	154.98	1,645.02	104.14	0.00	8.61
249-371-924-100	CELL PHONES	5,500.00	5,500.00	5,652.28	1,043.97	4,456.03	565.54	0.00	18.98
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	6,000.00	6,000.00	0.00	114.94	5,885.06	114.94	0.00	1.92
249-371-939-000	SERVICE CONTRACTS	12,000.00	12,000.00	9,903.53	3,503.28	4,500.00	3,503.28	3,996.72	62.50
249-371-939-100	SERVICE CONTRACTS - PERMITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-941-000	POSTAGE & MACHINE LEASE	1,000.00	1,000.00	750.00	0.00	1,000.00	0.00	0.00	0.00
249-371-950-000	DEPARTMENT REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-957-000	BLDG PHYSICAL EXAMS	750.00	750.00	0.00	0.00	750.00	0.00	0.00	0.00
249-371-964-100	ADMIN HOOKUP REFUNDS/PERMITS DL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-964-200	DECORATIONS/PERMITS DUE VERGENN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-964-300	PERMITS DUE TO GR TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-964-400	PERMITS DUE TO ADA TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-964-500	PERMITS DUE TO EAST GR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-967-000	BLDG - SPECIAL PROJECTS	24,000.00	24,000.00	24,514.33	0.00	24,000.00	0.00	0.00	0.00
249-371-980-200	LARAWAY LK MISC EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-371-981-000	SMALL EQUIPMENT/FURNITURE	6,000.00	6,000.00	5,056.09	899.92	2,100.08	899.92	3,000.00	65.00
Total Dept 371-BUILDING DEPARTMENT		787,816.00	787,816.00	711,562.08	115,226.89	639,632.76	66,334.77	32,956.35	18.81
Dept 850-BENEFITS/INSURANCE									
249-850-715-000	FICA-EMPLOYER	47,657.00	47,657.00	41,876.15	6,455.02	41,201.98	3,278.51	0.00	13.54
249-850-717-000	WORKERS COMP INSURANCE	10,026.00	10,026.00	11,431.81	0.00	10,026.00	0.00	0.00	0.00
249-850-718-000	VISION INSURANCE BENEFITS	1,391.00	1,391.00	1,214.40	202.40	1,188.60	101.20	0.00	14.55
249-850-719-000	HEALTH INSURANCE BENEFITS	90,936.00	90,936.00	80,846.50	27,257.70	63,678.30	8,320.30	0.00	29.97
249-850-719-100	OPT-OUT INSURANCE	2,000.00	2,000.00	1,500.00	500.00	1,500.00	0.00	0.00	25.00
249-850-719-200	MI CLAIMS TAX- HEALTH	200.00	200.00	0.00	0.00	200.00	0.00	0.00	0.00
249-850-720-000	LIFE & DISABILITY INSURANCE	4,803.00	4,803.00	4,013.76	668.96	4,134.04	0.00	0.00	13.93
249-850-721-000	DENTAL INSURANCE BENEFITS	10,738.00	10,738.00	8,518.32	1,075.41	9,662.59	697.17	0.00	10.01
249-850-721-200	MI CLAIMS TAX - DENTAL	200.00	200.00	71.69	20.93	179.07	4.36	0.00	10.47
249-850-722-000	PENSION PLAN BENEFITS	56,117.00	56,117.00	204,286.24	8,696.34	47,420.66	4,329.66	0.00	15.50

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03/18/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
249-850-960-000	BLDG UNEMPLOYMENT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 850-BENEFITS/INSURANCE		224,068.00	224,068.00	353,758.87	44,876.76	179,191.24	16,731.20	0.00	20.03
Dept 901-CAPITAL OUTLAY									
249-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	11,579.00	0.00	0.00	0.00	0.00	0.00
249-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		0.00	0.00	11,579.00	0.00	0.00	0.00	0.00	0.00
Dept 964-PAYMENTS TO OTHER TOWNSHIPS									
249-964-964-100	PERMITS DUE TO LOWELL TWP	8,600.00	8,600.00	8,958.10	1,237.80	7,362.20	1,237.80	0.00	14.39
249-964-964-200	PERMITS DUE TO VERGENNES TWP	4,600.00	4,600.00	5,111.60	814.00	3,786.00	814.00	0.00	17.70
249-964-964-300	PERMITS DUE TO GR TWP	50,200.00	50,200.00	49,327.95	3,307.00	46,893.00	3,307.00	0.00	6.59
249-964-964-400	PERMITS DUE TO ADA TWP	36,000.00	36,000.00	43,581.70	3,348.20	32,651.80	3,348.20	0.00	9.30
249-964-964-500	PERMITS DUE TO EAST GR	30,400.00	30,400.00	34,401.35	1,963.60	28,436.40	1,963.60	0.00	6.46
249-964-964-600	PERMITS DUE PLAINFIELD	37,600.00	37,600.00	42,572.21	3,756.55	33,843.45	3,756.55	0.00	9.99
249-964-964-700	PERMITS DUE CITY OF LOWELL	7,000.00	7,000.00	7,304.00	254.80	6,745.20	254.80	0.00	3.64
249-964-964-800	PERMITS DUE CASCADE TWP	86,000.00	86,000.00	127,275.45	4,319.75	81,680.25	4,319.75	0.00	5.02
Total Dept 964-PAYMENTS TO OTHER TOWNSHIPS		260,400.00	260,400.00	318,532.36	19,001.70	241,398.30	19,001.70	0.00	7.30
Dept 965-TRANSFERS OUT									
249-965-999-100	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 965-TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 990-DEBT SERVICE									
249-990-992-001	BOND PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
249-990-996-001	INTEREST AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 990-DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		1,272,284.00	1,272,284.00	1,395,432.31	179,105.35	1,060,222.30	102,067.67	32,956.35	16.67
Fund 249 - BUILDING FUND:									
TOTAL REVENUES		1,420,850.00	1,420,850.00	1,727,019.37	233,839.94	1,187,010.06	138,255.44	0.00	16.46
TOTAL EXPENDITURES		1,272,284.00	1,272,284.00	1,395,432.31	179,105.35	1,060,222.30	102,067.67	32,956.35	16.67
NET OF REVENUES/EXPENDITURES - 2015					331,587.06	331,587.06			
NET OF REVENUES & EXPENDITURES		148,566.00	148,566.00	331,587.06	54,734.59	126,787.76	36,187.77	(32,956.35)	14.66
BEG. FUND BALANCE		1,798,280.42	1,798,280.42	1,798,280.42	1,798,280.42				
END FUND BALANCE		1,946,846.42	1,946,846.42	2,129,867.48	2,184,602.07				

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 249 - BUILDING FUND			
249-000-001-100	CASH - CHEM	530,964.03	
249-000-003-001	CD - INDEPENDENT BANK M 12/19/16	300,000.00	
249-000-003-021	FIRST NATIONAL BANK OF MI/ M 10/11/2015	511,395.83	
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	300,879.52	
249-000-003-028	CONSUMER CREDIT UNION M 3/10/2017	300,025.00	
249-000-003-029	CD - FIRST COMMUNITY BANK M5/27/2018	250,000.00	
249-000-123-000	PREPAID EXPENSE	804.76	
249-000-204-000	ACCRUED PAYROLL		7,267.07
249-000-237-000	DUE TO IRF SW CONNECTIONS		2,200.00
249-000-390-000	FUND BALANCE - RESTRICTED		1,798,280.42
249-000-607-483	CASCADE TWP BLDG COM PERMITS		14,897.00
249-000-607-484	CASCADE TWP BLDG RES PERMITS		13,432.00
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS		8,128.00
249-000-607-486	CASCADE TWP MECHANICAL PERMITS		20,839.00
249-000-607-487	CASCADE TWP PLUMBING PERMITS		1,550.00
249-000-607-488	CASCADE TWP PLAN REVIEWS		14,211.00
249-000-607-490	CASCADE TWP CONTRACTOR REG		2,205.00
249-000-607-500	LOWELL TWP BUILDING PERMITS		10,851.00
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS		1,060.00
249-000-607-502	LOWELL TWP MECHANICAL PERMITS		1,580.00
249-000-607-503	LOWELL TWP PLUMBING PERMITS		115.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS		2,839.00
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS		3,004.00
249-000-607-516	VERGENNES TWP PLUMBING PERMITS		1,570.00
249-000-607-520	ADA TWP BUILDING PERMITS		9,893.00
249-000-607-521	ADA TWP PLUMBING PERMITS		3,861.00
249-000-607-523	ADA TWP ELECTRICAL PERMITS		6,594.00
249-000-607-524	ADA TWP MECHANICAL PERMITS		10,510.00
249-000-607-531	GR TWP BUILDING PERMITS		21,200.00
249-000-607-532	GR TWP ELECTRICAL PERMITS		7,624.00
249-000-607-533	GR TWP MECHANICAL PERMITS		10,965.50
249-000-607-534	GR TWP PLUMBING PERMITS		4,079.00
249-000-607-536	EAST GR BUILDING PERMITS		7,092.00
249-000-607-537	EAST GR ELECTRICAL PERMITS		5,669.00
249-000-607-538	EAST GR MECHANICAL PERMITS		6,230.00
249-000-607-539	EAST GR PLUMBING PERMITS		3,467.00
249-000-607-540	* EAST GR SPECIAL BILLING		55.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS		11,713.00
249-000-607-552	PLAINFIELD MECHANICAL PERMITS		17,316.75
249-000-607-553	PLAINFIELD - PLUMBING PERMITS		6,975.00
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS		1,352.00
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS		531.00
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMITS		785.00
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS		872.00
249-000-665-000	INTEREST REVENUE		19.69

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TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-000-671-671	MISCELLANEOUS INCOME		655.00
249-000-673-000	SALE OF ASSETS		100.00
249-371-703-000	DIRECTOR OF INSPECTIONS	13,087.76	
249-371-706-000	BLDG WAGES/SALARY- KD	9,666.12	
249-371-706-302	BLDG INSPECTOR - JB	9,612.92	
249-371-706-303	BLDG INSPECTOR - WB	10,019.44	
249-371-706-304	BLDG INSPECTOR - DH	10,329.32	
249-371-706-305	BLDG INSPECTOR - JV/VM	9,612.92	
249-371-706-306	BLDG INSPECTOR / PT - SB	9,222.16	
249-371-706-309	BLDG INSPECTOR - DHU	8,791.24	
249-371-706-400	BUILDING CLERICAL I	6,006.43	
249-371-706-401	BUILDING CLERICAL II- JC	2,388.38	
249-371-706-402	BUILDING CLERICAL PART-TIME KH	2,021.25	
249-371-706-500	BLDG ADDITIONAL HELP	1,345.77	
249-371-723-000	MEMBERSHIPS AND DUES	150.00	
249-371-724-000	EDUCATION	885.00	
249-371-727-000	SUPPLIES	178.26	
249-371-757-000	SUPPLIES-ICC BOOKS	110.00	
249-371-768-000	DEPARTMENT UNIFORMS	1,692.98	
249-371-787-200	OTHER EXPENSES- CREDIT CARD FEES	1,203.50	
249-371-810-000	INSURANCE	6,612.90	
249-371-860-000	MILEAGE	6,522.66	
249-371-862-500	DEPT HEAD, SUPV EXPENSES	50.79	
249-371-924-000	PHONES	154.98	
249-371-924-100	CELL PHONES	1,043.97	
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	114.94	
249-371-939-000	SERVICE CONTRACTS	3,503.28	
249-371-981-000	SMALL EQUIPMENT/FURNITURE	899.92	
249-850-715-000	FICA-EMPLOYER	6,455.02	
249-850-718-000	VISION INSURANCE BENEFITS	202.40	
249-850-719-000	HEALTH INSURANCE BENEFITS	27,257.70	
249-850-719-100	OPT-OUT INSURANCE	500.00	
249-850-720-000	LIFE & DISABILITY INSURANCE	668.96	
249-850-721-000	DENTAL INSURANCE BENEFITS	1,075.41	
249-850-721-200	MI CLAIMS TAX - DENTAL	20.93	
249-850-722-000	PENSION PLAN BENEFITS	8,696.34	
249-964-964-100	PERMITS DUE TO LOWELL TWP	1,237.80	
249-964-964-200	PERMITS DUE TO VERGENNES TWP	814.00	
249-964-964-300	PERMITS DUE TO GR TWP	3,307.00	
249-964-964-400	PERMITS DUE TO ADA TWP	3,348.20	
249-964-964-500	PERMITS DUE TO EAST GR	1,963.60	
249-964-964-600	PERMITS DUE PLAINFIELD	3,756.55	
249-964-964-700	PERMITS DUE CITY OF LOWELL	254.80	
249-964-964-800	PERMITS DUE CASCADE TWP	4,319.75	
Total Fund 249 - BUILDING FUND			
NET OF REVENUES/EXPENDITURES - 2015		2,373,174.49	331,587.06
			2,373,174.49

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BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
<b>Fund 249 - BUILDING FUND</b>		
<b>*** Assets ***</b>		
249-000-001-100	CASH - CHEM	530,964.03
249-000-003-001	CD - INDEPENDENT BANK M 12/19/16	300,000.00
249-000-003-021	FIRST NATIONAL BANK OF MI/ M 10/11/2015	511,395.83
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	300,879.52
249-000-003-028	CONSUMER CREDIT UNION M 3/10/2017	300,025.00
249-000-003-029	CD - FIRST COMMUNITY BANK M5/27/2018	250,000.00
249-000-123-000	PREPAID EXPENSE	804.76
	<b>Total Assets</b>	<b>2,194,069.14</b>
<b>*** Liabilities ***</b>		
249-000-204-000	ACCRUED PAYROLL	7,267.07
249-000-237-000	DUE TO IRF SW CONNECTIONS	2,200.00
	<b>Total Liabilities</b>	<b>9,467.07</b>
<b>*** Fund Balance ***</b>		
249-000-390-000	FUND BALANCE - RESTRICTED	1,798,280.42
	<b>Total Fund Balance</b>	<b>1,798,280.42</b>
	Beginning Fund Balance - 2015	1,798,280.42
	Net of Revenues VS Expenditures - 2015	331,587.06
	*2015 End FB/2016 Beg FB	2,129,867.48
	Net of Revenues VS Expenditures - Current Year	54,734.59
	Ending Fund Balance	2,184,602.07
	<b>Total Liabilities And Fund Balance</b>	<b>2,194,069.14</b>

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	02/29/2016 NORM (ABNORM)		MONTH 02/29/2016 INCR (DECR)		
Fund 270 - LIBRARY FUND									
Revenues									
Dept 000									
270-000-401-402	TAX LEVY	188,350.00	188,350.00	181,845.69	180,601.06	7,748.94	84,664.14	0.00	95.89
270-000-401-410	PERSONAL PROPERTY TAX	20,200.00	20,200.00	17,560.70	18,776.04	1,423.96	16,078.21	0.00	92.95
270-000-401-412	DELINQUENT TAX LEVY	1,200.00	1,200.00	1,586.38	0.00	1,200.00	0.00	0.00	0.00
270-000-401-437	ABATEMENT TAXES-LEVY	1,915.00	1,915.00	1,890.12	1,707.38	207.62	1,536.38	0.00	89.16
270-000-401-445	PENALTIES & INTEREST ON TAX	100.00	100.00	42.00	14.78	85.22	14.78	0.00	14.78
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT	32,869.00	32,869.00	32,869.52	0.00	32,869.00	0.00	0.00	0.00
270-000-665-000	INTEREST REVENUE	13,850.00	13,850.00	1,427.02	129.47	13,720.53	129.47	0.00	0.93
270-000-665-100	INTEREST ON INVESTMENT FNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-671-671	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-671-675	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-673-000	SALE OF ASSETS	0.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00
270-000-676-000	REIMBURSEMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-698-000	BOND/LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-000-698-100		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		258,484.00	258,484.00	237,511.43	201,228.73	57,255.27	102,422.98	0.00	77.85
TOTAL Revenues		258,484.00	258,484.00	237,511.43	201,228.73	57,255.27	102,422.98	0.00	77.85
Expenditures									
Dept 790-LIBRARY									
270-790-727-000	LIBRARY SUPPLIES	6,600.00	6,600.00	5,593.53	587.60	1,600.00	587.60	4,412.40	75.76
270-790-729-000	LIB ELECTRONIC SUBSCRIPTIONS	900.00	900.00	882.00	0.00	900.00	0.00	0.00	0.00
270-790-757-000	LIBRARY OPERATIONAL EXPENSES	200.00	200.00	0.00	0.00	200.00	0.00	0.00	0.00
270-790-787-000	LIBRARY OTHER EXPENSES	1,000.00	1,000.00	18.25	0.00	1,000.00	0.00	0.00	0.00
270-790-802-200	LIBRARY JANITORIAL CONTRACT	28,000.00	28,000.00	23,964.00	1,997.00	4,036.00	1,997.00	21,967.00	85.59
270-790-810-000	LIBRARY PROPERTY INSURANCE	11,106.00	11,106.00	10,577.00	11,021.50	84.50	11,021.50	0.00	99.24
270-790-811-000	LIBRARY PROPERTY/CON INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-790-827-000	LIB SPACE STUDY/BOND ISSUANCE COS'	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-790-827-100	SPACE STUDY-ARCH DEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-790-880-000	LIBRARY PROMOTIONS/PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-790-921-000	LIBRARY ELECTRICITY	55,000.00	55,000.00	52,496.70	4,735.18	50,264.82	4,735.18	0.00	8.61
270-790-923-000	LIBRARY HEATING	16,000.00	16,000.00	10,348.61	1,755.42	14,244.58	1,755.42	0.00	10.97
270-790-924-000	LIBRARY PHONES	800.00	800.00	725.78	122.31	677.69	100.52	0.00	15.29
270-790-927-000	LIBRARY WATER-SEWER	6,500.00	6,500.00	5,920.11	960.68	5,539.32	960.68	0.00	14.78
270-790-931-000	LIBRARY MAINTENANCE	65,000.00	65,000.00	66,981.80	4,743.17	37,864.07	2,829.05	22,392.76	41.75
270-790-931-100	LIBRARY MAINT/ADDITIONAL	16,336.00	16,336.00	16,336.00	0.00	15,579.00	0.00	757.00	4.63
270-790-950-000	PROPERTY TAX REFUNDS	250.00	250.00	216.98	13.89	236.11	13.89	0.00	5.56
270-790-981-000	SMALL EQUIPMENT/FURNITURE	1,400.00	1,400.00	1,626.09	0.00	468.48	0.00	931.52	66.54
270-790-990-000	INSPECTION REPORTS-DAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 790-LIBRARY		209,092.00	209,092.00	195,686.85	25,936.75	132,694.57	24,000.84	50,460.68	36.54
Dept 901-CAPITAL OUTLAY									
270-901-970-000	CAPITAL OUTLAY - FFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-901-974-000	CAPITAL OUTLAY - LANDIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-901-980-650	LIBRARY CIP	50,000.00	50,000.00	109,108.82	0.00	50,000.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		50,000.00	50,000.00	109,108.82	0.00	50,000.00	0.00	0.00	0.00
Dept 990-DEBT SERVICE									
270-990-992-001	BOND PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-990-992-002	BOND/NOTE PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-990-996-001	BOND INTEREST & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
270-990-999-000	TRANSFER TO OTHER FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 990-DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		259,092.00	259,092.00	304,795.67	25,936.75	182,694.57	24,000.84	50,460.68	29.49
Fund 270 - LIBRARY FUND:									
TOTAL REVENUES		258,484.00	258,484.00	237,511.43	201,228.73	57,255.27	102,422.98	0.00	77.85
TOTAL EXPENDITURES		259,092.00	259,092.00	304,795.67	25,936.75	182,694.57	24,000.84	50,460.68	29.49
NET OF REVENUES/EXPENDITURES - 2015					(67,284.24)	(67,284.24)			
NET OF REVENUES & EXPENDITURES		(608.00)	(608.00)	(67,284.24)	175,291.98	(125,439.30)	78,422.14	(50,460.68)	20,531.46

03/18/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	END BALANCE 12/31/2015 NORM (ABNORM)	YTD BALANCE 02/29/2016 NORM (ABNORM)	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR MONTH 02/29/2016 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	% BDGT USED
BEG. FUND BALANCE		1,970,920.53	1,970,920.53	1,970,920.53	1,970,920.53				
END FUND BALANCE		1,970,312.53	1,970,312.53	1,903,636.29	2,078,928.27				

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 270 - LIBRARY FUND			
270-000-003-011	CD - THE BANK OF HOLLAND #964 4/17/16	526,501.36	
270-000-003-014	CD - LAKE MICH CR UN #41 M3/20/2017	832,967.83	
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2016	250,000.00	
270-000-015-023	LIBRARY M/M UNITED BANK	469,459.08	
270-000-020-000	TAXES RECEIVABLE	114,431.89	
270-000-084-000	DUE FROM OTHER FUNDS	96,287.72	
270-000-339-000	DEFERRED REVENUE		210,719.61
270-000-390-000	FUND BALANCE - RESTRICTED		1,375,920.53
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11		400,000.00
270-000-391-003	FUND BALANCE - COMMITTED/PP TAX 2012		195,000.00
270-000-401-402	TAX LEVY		180,601.06
270-000-401-410	PERSONAL PROPERTY TAX		18,776.04
270-000-401-437	ABATEMENT TAXES-LEVY		1,707.38
270-000-401-445	PENALTIES & INTEREST ON TAX		14.78
270-000-665-000	INTEREST REVENUE		129.47
270-790-727-000	LIBRARY SUPPLIES	587.60	
270-790-802-200	LIBRARY JANITORIAL CONTRACT	1,997.00	
270-790-810-000	LIBRARY PROPERTY INSURANCE	11,021.50	
270-790-921-000	LIBRARY ELECTRICITY	4,735.18	
270-790-923-000	LIBRARY HEATING	1,755.42	
270-790-924-000	LIBRARY PHONES	122.31	
270-790-927-000	LIBRARY WATER-SEWER	960.68	
270-790-931-000	LIBRARY MAINTENANCE	4,743.17	
270-790-950-000	PROPERTY TAX REFUNDS	13.89	
Total Fund 270 - LIBRARY FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2015		67,284.24	
		2,382,868.87	2,382,868.87

03/18/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 02/29/2016  
PRE-AUDIT

GL Number	Description	Balance
Fund 270 - LIBRARY FUND		
*** Assets ***		
270-000-003-011	CD - THE BANK OF HOLLAND #964 4/17/16	526,501.36
270-000-003-014	CD - LAKE MICH CR UN #41 M3/20/2017	832,967.83
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2016	250,000.00
270-000-015-023	LIBRARY M/M UNITED BANK	469,459.08
270-000-020-000	TAXES RECEIVABLE	114,431.89
270-000-084-000	DUE FROM OTHER FUNDS	96,287.72
	Total Assets	<u>2,289,647.88</u>
*** Liabilities ***		
270-000-339-000	DEFERRED REVENUE	210,719.61
	Total Liabilities	<u>210,719.61</u>
*** Fund Balance ***		
270-000-390-000	FUND BALANCE - RESTRICTED	1,375,920.53
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11	400,000.00
270-000-391-003	FUND BALANCE - COMMITTED/PP TAX 2012	195,000.00
	Total Fund Balance	<u>1,970,920.53</u>
	Beginning Fund Balance - 2015	<u>1,970,920.53</u>
	Net of Revenues VS Expenditures - 2015	(67,284.24)
	*2015 End FB/2016 Beg FB	1,903,636.29
	Net of Revenues VS Expenditures - Current Year	175,291.98
	Ending Fund Balance	2,078,928.27
	Total Liabilities And Fund Balance	<u>2,289,647.88</u>

\* Year Not Closed

03/18/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	END BALANCE 12/31/2015 NORM (ABNORM)	YTD BALANCE 02/29/2016 NORM (ABNORM)	UNENCUMBERED AVAIL BALANCE	ACTIVITY FOR MONTH 02/29/2016 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	% BDGT USED
Fund 408 - A. HOMEYER/OPEN SPACE PRESERVATION FUND									
Revenues									
Dept 000									
408-000-665-000	INTEREST REVENUE	1,800.00	1,800.00	1,597.51	0.00	1,800.00	0.00	0.00	0.00
408-000-671-675	DONATIONS/HOMEYER	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
408-000-671-676	DONATIONS-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
408-000-699-000	TRANSFER FROM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,800.00	1,800.00	2,597.51	0.00	1,800.00	0.00	0.00	0.00
TOTAL Revenues		1,800.00	1,800.00	2,597.51	0.00	1,800.00	0.00	0.00	0.00
Expenditures									
Dept 751-OPEN SPACE PRESERVATION									
408-751-787-000	OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
408-751-802-000	OPEN SP. LAND INVENTORY STUDY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
408-751-971-000	ACQUISITION OF LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751-OPEN SPACE PRESERVATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 965-TRANSFERS OUT									
408-965-999-209	TRANSFER TO CCT OPEN SPACE	0.00	0.00	351,723.94	0.00	0.00	0.00	0.00	0.00
Total Dept 965-TRANSFERS OUT		0.00	0.00	351,723.94	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		0.00	0.00	351,723.94	0.00	0.00	0.00	0.00	0.00
Fund 408 - A. HOMEYER/OPEN SPACE PRESERVATION FUND:									
TOTAL REVENUES		1,800.00	1,800.00	2,597.51	0.00	1,800.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	351,723.94	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES/EXPENDITURES - 2015					(349,126.43)	(349,126.43)			
NET OF REVENUES & EXPENDITURES		1,800.00	1,800.00	(349,126.43)	0.00	1,800.00	0.00	0.00	0.00
BEG. FUND BALANCE		349,126.43	349,126.43	349,126.43	349,126.43				
END FUND BALANCE		350,926.43	350,926.43						
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS									
NET OF REVENUES & EXPENDITURES									
BEG. FUND BALANCE - ALL FUNDS									
END FUND BALANCE - ALL FUNDS									

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 408 - A. HOMEYER/OPEN SPACE PRESERVATION FUND			
408-000-390-000	FUND BALANCE - RESTRICTED		<u>349,126.43</u>
Total Fund 408 - A. HOMEYER/OPEN SPACE PRESERVATION FUND			
DEFICIENCY OF REVENUES/EXPENDITURES - 2015		349,126.43	
		349,126.43	349,126.43



03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 701 - TRUST AND AGENCY			
701-000-003-002	CD-HENRY KRAMER BOND M 10/16/2015	15,169.17	
701-000-003-004	CD-JACK SMITH/INVEST M 10/16/2015	22,806.45	
701-000-003-018	CD - CHEMICAL BANK JAMES TIMMONS	12,400.00	
701-000-015-004	MONEY MARKET - CHEMICAL BANK	157,985.20	
701-000-214-000	DUE TO GENERAL FUND		241.35
701-000-230-004	T&A INTERST DUE GF		5.68
701-000-250-016	YMCA PATHWAY BOND 11/2014		13,760.00
701-000-250-080	CASCADE POINTE-PATHWAY BOND		9,554.62
701-000-250-172	PATHWAYS- MANNA CONSTRUCTION 7/2015		500.00
701-000-252-050	WALMART S/W INSP GR 3/2013		826.83
701-000-252-166	REDWOOD LIVING/WHITE WATER S/W 4/2014		3,413.30
701-000-252-167	RIDGES OF CASCADE S/W 4/2014		948.12
701-000-252-168	STONESHIRE PHASE II S/W 4/2014		1,559.25
701-000-252-227	CASCADE MARKETPLACE 5/08		8,858.33
701-000-252-230	FORD AIRPORT PK LOT S/W		14,312.50
701-000-252-231	DRURY DEVELOPMENT S/W 9/2015		9,247.00
701-000-252-235	GROOTERS PROJECT		10,000.00
701-000-252-236	LACKS TRIM DIV S/W 1/2016		33,000.00
701-000-252-751	GLENWOOD HILLS S/W BOND		23,211.72
701-000-253-273	TURNBERRY 11-3042 7/2011		570.50
701-000-253-299	CAPITAL TELECOM LLC 12-3107 8/2012		500.00
701-000-253-323	TRADEMARK INC 14-3217 10/2014		500.00
701-000-253-325	CASCADE ONE LLC 14-3219 10/2014		500.00
701-000-253-328	MIEDEMA METAL BUILDING SYSTEM 11/14		26.00
701-000-253-329	VANECK ENTERPRISE 14-3228 11/14		500.00
701-000-253-331	RJV VENTURES - 15:3229 02/15		500.00
701-000-253-342	LACKS ENTERPRISE-CORP 15-3263 8/2015		500.00
701-000-253-345	253345 RICHARD SIEGLE DVM/S 15-3270 9/15		500.00
701-000-253-350	BUFFUM BUILDERS LLC 15-3282 10/2015		500.00
701-000-253-351	ROADHOUSE 6817 CASCADE RD 15-3288 10/15		500.00
701-000-253-352	JOHN SLAGBOOM 16:3293 1/2016		500.00
701-000-255-741	JAMES TIMMONS TRUST		12,400.00
701-000-255-742	JACKS SMITH (IRF) M 10/16/2015		22,806.45
701-000-255-743	CUSTOMER DEPOSITS- SOLICITATION BONDS		450.00
701-000-283-004	REDWOOD LIVING PERFORMANCE BOND 13-3139		10,000.00
701-000-283-165	ADVANTAGE LABEL AND PACKAGING 7/2015		7,500.00
701-000-283-166	LACKS ENT LANDSCAPING BOND 15-3258 10/15		5,000.00
701-000-283-740	HENRY KRAMER PERFORMANCE BOND		15,169.17
Total Fund 701 - TRUST AND AGENCY		208,360.82	208,360.82

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 02/29/2016  
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 703 - CURRENT TAX COLLECTION FUND			
703-000-001-001	CASH (CASH DRAWER)	150.00	
703-000-001-100	CASH -CHEM	179,220.17	
703-000-001-102	CASH-CHEM /DELQ TAX	561.55	
703-000-001-103	CASH- CHEM /TAX WIRE	115.16	
703-000-214-100	CCT-PATHWAYS		3,749.16
703-000-214-105	CCT-POLICE		4,319.31
703-000-214-110	CCT - OPERATING TAXES		9,141.37
703-000-214-111	CCT-INTEREST & PENALTY		5,385.45
703-000-214-112	CCT - OVER/SHORT	6.22	
703-000-214-115	CCT - FIRE		12,374.31
703-000-214-116	CCT OPEN SPACE		2,163.77
703-000-214-120	CCT - LIBRARY		1,411.09
703-000-214-140	CCT - STREET LIGHTS		224.40
703-000-214-155	CCT - ADMIN		1,650.42
703-000-214-200	CCT - IFT PATHWAYS		408.04
703-000-214-205	CCT - IFT POLICE		470.10
703-000-214-210	CCT - IFT OPERATING TAXES		994.90
703-000-214-215	CCT - IFT FIRE		1,346.76
703-000-214-216	CCT OPEN SPACE IFT		235.50
703-000-214-220	CCT-IFT LIBRARY		153.59
703-000-222-110	KENT COUNTY - OPERATING		6,221.90
703-000-222-111	KENT COUNTY - INTEREST		1,064.86
703-000-222-160	KENT COUNTY - JAIL		7,426.12
703-000-222-170	KENT COUNTY - SENIOR		4,704.29
703-000-222-172	KENT COUNTY - VETERAN'S MILLAGE		470.14
703-000-222-175	KENT COUNTY - DOG LICENSE		567.80
703-000-222-180	KENT COUNTY DRAIN		17.49
703-000-222-260	KENT COUNTY - IFT JAIL		808.23
703-000-222-270	KENT COUNTY - IFT SENIOR		511.99
703-000-222-272	KENT COUNTY - IFT VETERAN'S MILLAGE		51.18
703-000-223-110	KDL - TAXES		12,043.21
703-000-223-111	KDL - TAX INTEREST		135.18
703-000-223-210	KDL - IFT TAXES		1,310.71
703-000-225-110	FHPS - OPERATING		14,391.86
703-000-225-111	FHPS - INTEREST		1,028.66
703-000-225-120	FHPS - DEBT		32,963.40
703-000-225-130	FHPS - RECREATION		4,280.79
703-000-225-410	CALEDONIA - OPERATING		6,875.58
703-000-225-411	CALEDONIA - INTEREST		230.98
703-000-225-420	CALEDONIA - DEBT		6,133.81
703-000-225-520	CALEDONIA - IFT DEBT		3,583.99
703-000-226-110	LOWELL - OPERATING		1,042.27
703-000-226-111	LOWELL - INTEREST		66.54
703-000-226-120	LOWELL - DEBT		1,918.22
703-000-226-130	LOWELL BLDG/SITE		274.02

03/18/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 02/29/2016  
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
703-000-228-001	SET & OPERATING TAX (COUNTY)		8,721.73
703-000-228-201	IFT SET & OPER TAX (STATE)		4,778.46
703-000-230-002	DELQ TAX - DUE TO OTHER UNIT OF GOVT		543.33
703-000-230-003	WIRE ACCT-DUE TO OTHER UNIT GOVT		1.00
703-000-230-043	WIRE- ONLINE SERVICE FEES		114.65
703-000-230-044	TAX NSF FEES		87.89
703-000-234-110	KENT ISD - TAXES		6,963.25
703-000-234-111	KENT ISD - TAXES INTEREST		430.33
703-000-235-110	GRCC - TAXES		2,596.86
703-000-235-111	GRCC - TAXES INTEREST		160.47
703-000-274-000	UNDISTRIBUTED TAX COLLECTION		450.77
703-000-275-000	DUE TO TAXPAYERS		3,052.97
Total Fund 703 - CURRENT TAX COLLECTION FUND		180,053.10	180,053.10
Total - All Funds:		38,083,898.79	38,083,898.79

# Memo

**To:** Cascade Township Board  
**From:** Roger Mc Carty, Assessor  
**CC:**  
**Date:** 3/17/2016  
**Re:** Request for approval of IFT District and Exemption Certificate for new facility for Compatico

---

**We will be first establishing the Industrial Development District and following that, approving the issuance of the IFT certificate. Separate public hearings are held for the district and certificate.**

---

Compatico has applied for abatement for a NEW FACILITY to be located at 5005 Kraft Ave. The project is for 85,000 sq. ft. of a new 210,000 square foot manufacturing building and personal property equipment. At the time the application was first discussed, the future of personal property taxation was not clear. Current understanding is the equipment covered by this abatement will be exempt from Property Tax but will be subject to ESA. Presently they have 40 employees in Kentwood who will move to the new building and with this project 10 new jobs will be added at the new Cascade facility.

The amount of the exemption request is \$2,972,797. The value of the real property is \$2,564,629 and personal property is \$ 408,168.

It is recommended that the certificate be granted for a period of 12 years.

Attached are the application and exhibits submitted by Compatico, which explain the project. If you have any questions prior to the meeting on March 23, 2016, please feel free to contact me.

The Industrial Facilities Certificate must be issued during the early stages of construction and will entitle the firm to certain tax savings during the term of the exemption certificate. The following computation reflects the tax savings the company will realize for the first year after completion of the project. The Tax Rate for the building portion (real property) is ½ of the Ad Valorem rate with the State Education Tax not reduced. Equipment (personal property) is it is exempt from property tax but subject to ESA. The tax impact for each is calculated individually. The 1% administration fee is included in the calculations.

**REAL**

Ad Valorem Millage Rate	IFT Millage Rate	SEV of Project [Est.]	Ad Valorem Taxes [Est.]	IFT Taxes [Est.]	Estimated Tax Savings	Township Tax Loss
48.0008	27.0004	\$1,282,300	\$62,551.43	\$34,968.84	\$27,582.59	\$2,436.51

**PERSONAL**

Exempt. The local taxing units would collect no taxes from this project.

RESOLUTION # /2016

TOWNSHIP OF CASCADE  
RESOLUTION OF TOWNSHIP BOARD  
ESTABLISHING INDUSTRIAL DEVELOPMENT DISTRICT

At a regular meeting of the Township Board of the Township of Cascade, County of Kent, State of Michigan, held in the Cascade Library in said Township on the 23rd day of March, 2016, at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

The following preamble and resolution was offered by Member      and supported by Member      \*

WHEREAS, pursuant to Act No. 198 of the Public Acts of 1974, as amended, Cascade Township has the authority to establish "Industrial Development Districts" within the boundaries of the Township of Cascade; and

WHEREAS, Compatico has petitioned the Cascade Township Board to establish an Industrial Development District in the area more particularly described as:

411930400018 PART OF SE 1/4 COM 481.96 FT S 1D 17M 12S E  
ALONG E SEC LINE FROM E 1/4 COR TH S 1D 17M 12S E ALONG  
E SEC LINE 1124.33 FT TO N LINE OF S 1045 FT OF SE 1/4 TH S  
88D 27M 24S W ALONG SD N LINE 1327.25 FT TO W LINE OF E 1/2  
SE 1/4 TH N ALONG SD W LINE TO S LINE OF N 481.96 FT E 1/2 SE  
1/4 TH E ALONG SD S LINE TO BEG \* SEC 30 T6N R10W 32.64 A.  
; and

WHEREAS, construction, acquisitions, alterations, or installation of a proposed facility has not commenced at the time of filing the request to establish this district; and

WHEREAS, written notice has been given by certified mail to all owners of real property located within the district, and to the public by newspaper advertisement in the Grand Rapids Press of the hearing on the establishment of the proposed district; and

WHEREAS, on March 23, 2016, a public hearing was held at which all of the owners of real property within the proposed Industrial Development District and all residents and taxpayers of Cascade Township were afforded and opportunity to be heard thereon; and

WHEREAS, the Cascade Township Board deems it to be in the public interest of Cascade Township to establish the Industrial Development District as proposed;

NOW THEREFORE, BE IT RESOLVED:

by the Cascade Township Board that the legally described parcel of land described as:

411930400018 PART OF SE 1/4 COM 481.96 FT S 1D 17M 12S E  
ALONG E SEC LINE FROM E 1/4 COR TH S 1D 17M 12S E ALONG  
E SEC LINE 1124.33 FT TO N LINE OF S 1045 FT OF SE 1/4 TH S  
88D 27M 24S W ALONG SD N LINE 1327.25 FT TO W LINE OF E 1/2  
SE 1/4 TH N ALONG SD W LINE TO S LINE OF N 481.96 FT E 1/2 SE  
1/4 TH E ALONG SD S LINE TO BEG \* SEC 30 T6N R10W 32.64 A

situated in the Cascade Township, Kent County, Michigan, be and hereby is established as an Industrial Development District pursuant to the provision of Act No. 198 of the public act of 1974, as amended, to be known as the Compatico Industrial Development District.

YEAS:

NAYS:

RESOLUTION DECLARED ADOPTED.

---

Ronald H. Goodyke  
Cascade Township Clerk

#### CERTIFICATION

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Cascade Township Board of the Township of Cascade, County of Kent, Michigan, at a regular meeting held on March 23, 2016.

---

Ronald H. Goodyke  
Cascade Township Clerk

RESOLUTION # /2016

TOWNSHIP OF CASCADE  
RESOLUTION TO APPROVE APPLICATION  
FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

At a regular meeting of the Township Board of the Township of Cascade, County of Kent, State of Michigan, held in the Cascade Library, 2870 Jacksmith Drive, S.E., in said Township on the 23rd day of March, 2016, at 7:00 p.m.

MEMBERS PRESENT:

MEMBERS ABSENT:

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

*RESOLUTION TO APPROVE APPLICATION*  
FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE  
FOR COMPATICO.

WHEREAS, pursuant to Act No. 198 of the Public Acts of 1974, as amended (“Act 198”), and after a duly noticed public hearing held at 7:00 p.m. on March 23, 2016 this Board, by resolution, established Compatico Industrial Development District as requested by Compatico, and

WHEREAS, Compatico, has filed an Application for an Industrial Facilities Exemption Certificate with respect to installation of Real and Personal Property within said Industrial Development District; and

WHEREAS, before acting on said Application, a public hearing was held before this Board on March 23, 2016, at the Cascade Library, 2870 Jacksmith Drive, S.E., Grand Rapids, Michigan, at 7:00 p.m.; and

WHEREAS, written notification of said hearing was given to the Township Assessor and to the legislative body of each taxing unit which levies ad valorem property taxes within Cascade Township; and

WHEREAS, the Township Assessor and representatives of the affected taxing units have been given an opportunity to be heard, and the Township Board has considered any objections with regard to the approval of an Industrial Facilities Exemption Certificate for Compatico.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Township Board finds as follows:
  - a. That the application relates to a “new facility” within the meaning of Act 198 and which are situated within Compatico. Industrial Development District.
  - b. That the commencement of the construction and acquisition of the new facilities described in the application occurred not earlier than six (6) months before the filing of the application.
  - c. That new facility described in the application is calculated to have the reasonable likelihood to create employment, retain employment or prevent a loss of employment in Cascade Township.
  - d. That the aggregate State Equalized Valuation (“SEV”) of real and personal property exempt from ad valorem taxes within Cascade Township, after granting this Certificate, will not exceed five percent (5%) of an amount equal to the sum of the SEV of Cascade Township, plus the SEV of personal and real property thus exempted.
  - e. That the granting of the Industrial Facilities Exemption Certificate for Compatico, considering together with the aggregate amount of certificates previously granted and currently in force under Act 198, and Act 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of Cascade Township or impairing the financial soundness of any taxing unit which levies ad valorem property taxes in Cascade Township.
2. That the Application of Compatico for an Industrial Facilities Exemption Certificate be and is hereby approved.
3. That the Industrial Facilities Exemption Certificate, when issued, shall be and remain in force and effect for a period of TWELVE (12) years.
4. That all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

YEAS:

NAYS:

MEMBERS ABSENT:

RESOLUTION DECLARED ADOPTED.

---

Ronald H. Goodyke  
Cascade Township Clerk

CERTIFICATION

I certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Cascade Township Board of the Township of Cascade, County of Kent, Michigan, at a regular meeting held on March 23, 2016.

---

Ronald H. Goodyke  
Cascade Township Clerk

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit <u>1-26-16</u>
STC Use Only	
Application Number	Date Received by STC

**APPLICANT INFORMATION**  
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <u>Compartics</u>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <u>337214</u>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <u>5005 Kraft Ave. SE, Grand Rapids, MI 49512</u>		1d. City/Township/Village (Indicate which) <u>Cascade Twp.</u>	1e. County <u>Kent</u>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(B)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located <u>Caledonia</u>	3b. School Code <u>41050</u>
4. Amount of years requested for exemption (1-12 Years) <u>12</u>			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.  
New Facility is 210,000 sq. ft, applicant will occupy 85,000 sq. ft. Parcel #41-19-30-400-018. to be used for warehouse, light industrial, and office space. Equipment list attached.

6a. Cost of land and building improvements (excluding cost of land) <u>Applicant's portion</u>	<u>2,564,629</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures	<u>408,168</u> Personal Property Costs
6c. Total Project Costs	<u>2,972,797</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	<u>10/7/15</u>	<u>3/31/16</u>	<input type="checkbox"/> Owned <input checked="" type="checkbox"/> Leased
Personal Property Improvements	<u>10/7/15</u>	<u>3/31/16</u>	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.  Yes  No

9. No. of existing jobs at this facility that will be retained as a result of this project. <u>40</u>	10. No. of new jobs at this facility expected to create within 2 years of completion. <u>10</u>
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) \_\_\_\_\_  
 b. TV of Personal Property (excluding inventory) \_\_\_\_\_  
 c. Total TV \_\_\_\_\_

12a. Check the type of District the facility is located in:

Industrial Development District       Plant Rehabilitation District

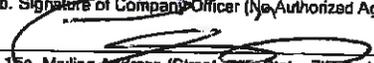
12b. Date district was established by local government unit (contact local unit) \_\_\_\_\_

12c. Is this application for a speculative building (Sec. 3(B))?  
 Yes  No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisites to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Stacy Yost</b>	13b. Telephone Number <b>616-940-1772</b>	13c. Fax Number <b>616-940-1040</b>	13d. E-mail Address <b>syost@compatico.com</b>
14a. Name of Contact Person <b>Stacy Yost</b>	14b. Telephone Number <b>616-575-8319</b>	14c. Fax Number <b>616-940-1040</b>	14d. E-mail Address <b>syost@compatico.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Cheryl Daniels</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>616-940-1040</b>	15d. Date <b>1-14-2016</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>4710 44th St. SE, Grand Rapids, MI 49512</b>		15f. Telephone Number <b>616-575-8310</b>	15g. E-mail Address <b>cdaniels@compatico.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909

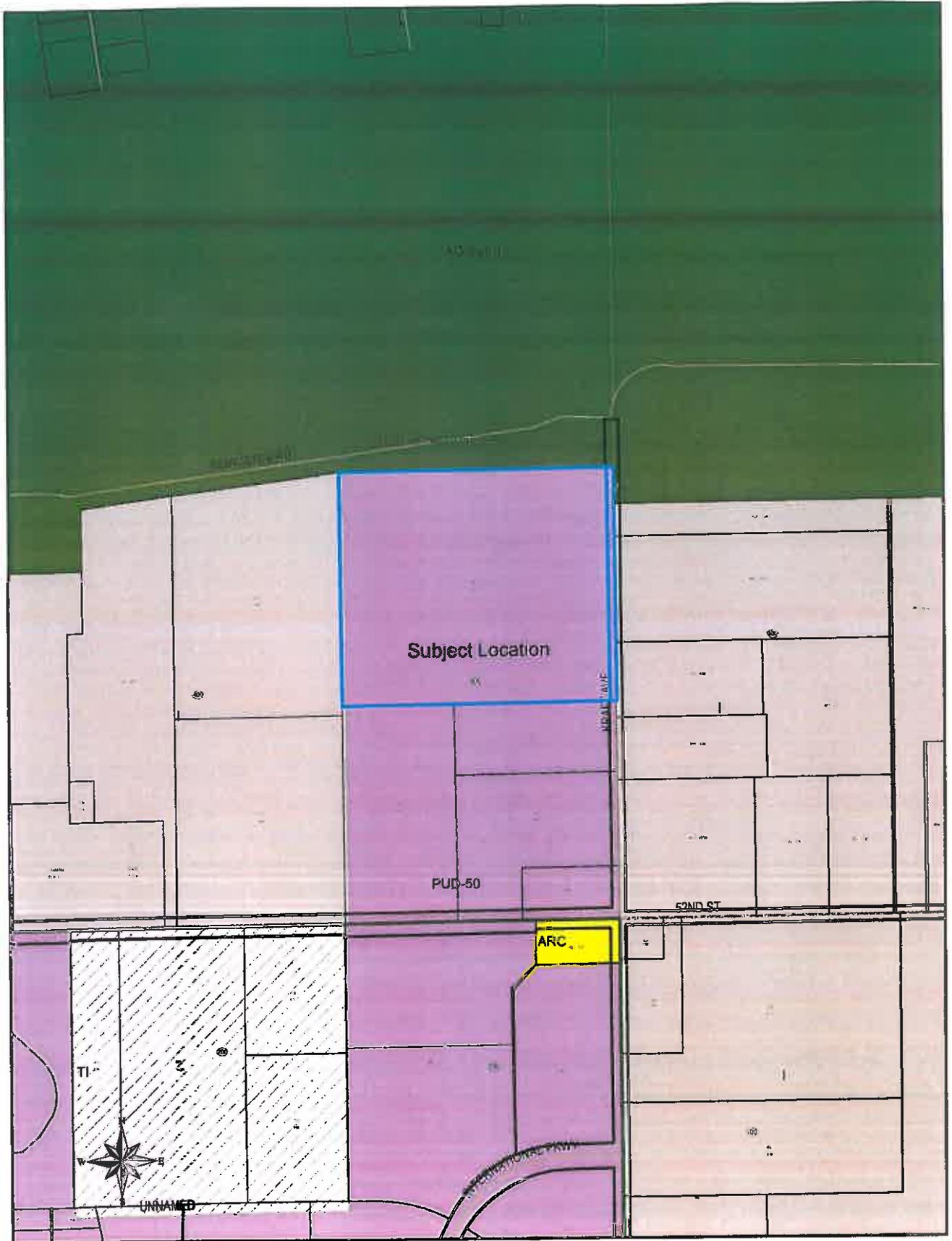
(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

## LEGAL DESCRIPTION

411930400018 PART OF SE 1/4 COM 481.96 FT S 1D 17M 12S E ALONG E SEC LINE FROM E 1/4 COR TH S 1D 17M 12S E ALONG E SEC LINE 1124.33 FT TO N LINE OF S 1045 FT OF SE 1/4 TH S 88D 27M 24S W ALONG SD N LINE 1327.25 FT TO W LINE OF E 1/2 SE 1/4 TH N ALONG SD W LINE TO S LINE OF N 481.96 FT E 1/2 SE 1/4 TH E ALONG SD S LINE TO BEG \* SEC 30 T6N R10W 32.64 A. SPLIT ON 09/07/2006 FROM 41-19-30-400-016;

# compatico site map



0 0.0002 0.01 0.02 0.04 Miles



Exhibit B  
Compartco, Inc  
Lease

5005 Kraft Avenue  
Total Phase I and Phase II  
337,500 S.F.

Phase I - 210,000 S.F.

Phase II - 127,500 S.F.

KRAFT AVENUE

- GENERAL NOTES:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF CHICAGO ORDINANCES AND SPECIFICATIONS.
  2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF CHICAGO.
  3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
  4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
  5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES THROUGHOUT THE PROJECT.
  6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL DEBRIS AND WASTE MATERIALS.
  7. THE CONTRACTOR SHALL MAINTAIN RECORD DRAWINGS THROUGHOUT THE PROJECT.
  8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TREES AND LANDSCAPE.
  9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING HISTORIC STRUCTURES.
  10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CULTURAL RESOURCES.
- PHASE I - 210,000 S.F.**
- 1. CONSTRUCTION OF PHASE I SHALL BE COMPLETED WITHIN 180 DAYS OF THE START DATE.
  - 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
  - 3. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES THROUGHOUT THE PROJECT.
  - 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL DEBRIS AND WASTE MATERIALS.
  - 5. THE CONTRACTOR SHALL MAINTAIN RECORD DRAWINGS THROUGHOUT THE PROJECT.
  - 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TREES AND LANDSCAPE.
  - 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING HISTORIC STRUCTURES.
  - 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CULTURAL RESOURCES.
- PHASE II - 127,500 S.F.**
- 1. CONSTRUCTION OF PHASE II SHALL BE COMPLETED WITHIN 180 DAYS OF THE START DATE.
  - 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.
  - 3. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES THROUGHOUT THE PROJECT.
  - 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL DEBRIS AND WASTE MATERIALS.
  - 5. THE CONTRACTOR SHALL MAINTAIN RECORD DRAWINGS THROUGHOUT THE PROJECT.
  - 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TREES AND LANDSCAPE.
  - 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING HISTORIC STRUCTURES.
  - 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CULTURAL RESOURCES.

**5005 KRAFT AVENUE**  
CHICAGO, ILLINOIS 60632  
**MOORE & BURGESS, INC.**  
ARCHITECTS

DATE: 10/15/88  
SCALE: AS SHOWN  
SHEET NO. 2 OF 7



✓

**APPLICATION FOR BUILDING PERMIT**  
**CASCADE CHARTER TOWNSHIP**  
 2865 THORNHILLS SE GRAND RAPIDS, MI 49546-7192  
 PHONE (616)949-3765 FAX (616) 949-7271

Address of Property: <b>5005 Kraft Ave</b>	
Permanent Parcel No. <b>41 - 19-30-400-0178</b>	Project Valuation <b>2,730,000</b>
Owner <b>5005 Kraft Avenue, L.C.</b>	Phone <b>616-776-0033</b>

**APPLICANT:**

Contractor <input checked="" type="checkbox"/> <b>Wolverine Building Group</b>		License # / Expiration
Homeowner <input type="checkbox"/>		
Address (include city and zip code) <b>4045 Barden SE G.R. 49512</b>		Cell Phone <b>(616) 437-1062</b>
Phone <b>(616) 949-3360</b>	Fax <b>(616) 949-6211</b>	Email <b>mkelly@wolvgroup.com</b>
Federal ID # (or reasons for exemption) <b>38-1600177</b>	Workers Comp # <b>Cincinnati Insurance</b>	MESC # <b>0-115783</b>

**WORK DESCRIPTION:**

Scope of Work <b>Construction of new 210,000 sq. ft. pre-engineered building</b>		
Use Group <b>S1</b>	Construction Type <b>2B</b>	Site plan <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Square Footage - Building <b>210,000</b>	Garage	Other
Complies with Barrier Free Laws? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
Is Parcel within 500 feet of lake or stream? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

**SUB-CONTRACTORS:**

<b>ELECTRICAL</b> Circuit Electric	PHONE <b>816-876-4343 x 189</b>
<b>MECHANICAL</b> Quality Air	PHONE <b>816-640-5579</b>
<b>PLUMBING</b> Godwin Plumbing	PHONE <b>816-243-3131</b>
<b>FIRE PROTECTION</b> Brigade Fire Protection	PHONE <b>816-784-1844</b>

Section 23a of the state Construction Code Act of 1972, Act No. 230 or public Acts of 1982, being section 125, 1523a or the Michigan Compiled Laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

I AGREE TO COMPLY WITH THE TERMS AND REQUIREMENTS OF ALL CODES AND ORDINANCES IN EFFECT IN THE TOWNSHIP PERTAINING TO ALL PHASES OF CONSTRUCTION AND DEVELOPMENT OF THIS PROJECT. IT IS ALSO UNDERSTOOD THAT A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO USE OR OPERATION.

Owner Signature: <i>Jenett M</i>	Date: <b>9-15-2015</b>
Contractor Signature: <i>[Signature]</i> , President - Wolverine Building Group	Date: <b>9-15-2015</b>

**BELOW FOR OFFICE USE ONLY**

BUILDING PERMIT VALUATION <b>11,477,965.80</b>	PERMIT FEE <b>\$34,129-</b>
PLAN REVIEW APPROVAL <b>3/8</b>	PLAN REVIEW FEE <b>\$6,989-</b>
DATE <b>10-5-15</b>	WATER / SEWER <b>22,100- / 22,100-</b>
	REGISTRATION
RECEIPT # / DATE <b>201515474 10-21-15</b>	TOTAL <b>\$87,318-</b>
BUILDING PERMIT # <b>PB15001201</b>	

Electronic  
Plans requested by Ron

COMPCCORP Compatico Holding Company

**Book Asset Detail 1/01/15 - 12/31/15**

20-4576473

FYE: 12/31/2015

Asset	id	Property Description	Date In Service	Book Cost
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**Group: COMPUTER SOFTWARE**

62		D&W SOFTWARE-9 USERS	9/01/96	24,465
76		D&W SOFTWARE-2 USERS	1/01/98	5,629
95		D&W SOFTWARE-2 USERS	11/01/98	6,254
112		GIZA-FACET SOFTWARE (SALES)	12/22/99	11,250
117		D&W SOFTWARE-3 USERS	2/16/00	7,975
119		D&W SOFTWARE-2 USERS	8/28/00	4,382
205		INFOR-WORK ORDERS MODULE	8/30/06	7,379
212		GIZA-20/20 2 LICENSES	5/17/07	1,795
220		GIZA-20/20 LICENSES	6/26/07	1,286
221		BARCODE400 LABELING SOFTWARE	11/14/07	1,595
222		INFOR SOFTWARE WM/RF	11/15/07	14,262
223		INFOR SOFTWARE-5 USERS	11/15/07	14,751
224		CS ThompsonReuters FA Software	5/16/08	1,590
225		20/20 Catalog Express 1st License	5/08/08	7,950
226		MCS Bar Coding Software	4/18/08	1,855
229		CompaticoParts.com website	10/21/08	49,555
261		DC 1 Service Software	12/11/11	5,306
283		EmailLink Software Aktion	7/01/13	13,059
298		Software Upgrade A+10	12/31/14	22,175
299		HUSH website development Phase 1 8	8/25/15	8,649
<b>COMPUTER SOFTWARE</b>				<b>211,162</b>

**Group: EQUIPMENT**

19		RACKING-BAY EQUIP	7/19/90	3,569
26		RACKING	12/09/90	520
39		PALLET RACKING AWS	4/30/91	5,581
48		RACKS/PERR	1/31/92	8,170
52		TOOL CAGE/HAUSHAHN	8/19/92	817
57		CUTOFF SAW	8/24/93	700
96		RACKING (MORRISON) - WAREHOUSE	10/01/96	2,496
101		DRILL PRESS	11/01/96	582
105		RACKING-AMPRO (YELLOW)	4/01/97	2,598
114		RACKING-WHSE ADDITION	7/01/98	8,306

115	RACKING	7/01/98	766
131	RACK UPRIGHTS WHSE	5/13/99	2,340
132	SCALES	7/16/99	5,406
133	RACKING	12/01/99	3,183
135	RACKING (R. PERRIN)	1/18/00	5,375
137	FLOOR SWEEPING MACHINE	2/09/00	7,950
138	BASE COVER (3") PUNCHING MACHINI	5/10/00	3,700
139	LADDER FOR WAREHOUSE	6/14/00	1,012
140	STRETCH MACHINES (2)	7/24/00	5,423
141	STRAPPING MACHINE	9/19/00	8,268
142	RACK UPRIGHTS	9/28/00	1,919
143	LADDERS (2) FOR WAREHOUSE	10/11/00	1,202
144	HI-LO (2) CAPITAL LEASE (CATERPILLAR)	11/15/00	42,870
145	AIR COMPRESSOR	12/19/00	1,072
152	AIR COMPRESSOR	4/24/01	1,059
180	RACKING - 4720 ASSEMBLY WHSE	9/08/05	5,024
181	FABRIC CUTTER - PNEUMATIC	8/31/05	2,454
183	IS - WIRELESS NETWORK TO 4720 ASSI	9/28/05	4,106
185	RACKING - 4710 WAREHOUSE	12/28/05	7,066
186	FLIPS/TACKS (4720) ASSEMBLY WORK:	11/30/05	1,356
187	SHELVING From Global Equipment	1/26/06	1,212
197	Hi-Lo Alta Lift Truck - (2)	5/19/06	15,900
199	HI-Lo BATTERY FOR #108	9/30/06	1,378
200	RACKING	9/27/06	5,109
201	RACKING	10/31/06	2,754
202	FRICTION WELD SEALING TOOLS (2)	2/02/07	5,300
203	FABRIC CUTTER W/PALM BOX	2/28/07	2,664
204	RACKING - 20 UPRIGHTS	2/28/07	2,257
205	RACKING - 32 BEAMS	3/21/07	1,969
206	RACKING - 40 BEAMS, 6 UPRIGHTS	6/07/07	3,048
213	GLUE BOOTH	8/30/07	3,353
255	Stretch Film Pckg Machine (RJ & K)	11/05/09	7,485
258	Hi-Lo Caterpillar Fork Lift	7/20/11	9,500
258	HI-LO BATTERY FOR HI-LO #116	10/29/10	3,551
259	RACKING WAREHOUSE 4656	10/28/11	36,300
264	Air Compressor	5/02/12	2,834
265	Hi-Lo Battery for Asset #258	4/16/12	3,175
266	FABRIC MEASURING MACH.	1/06/11	3,509
275	Ladders (2) for Warehouse	10/18/12	2,200
276	Hi-Lo Battery for Asset #144 (1)	10/12/12	3,339
277	HI-LO BATTERIES FOR HI-LO #144	11/30/07	3,233
280	Hi-Lo Mitsubishi FGC15B - Used	3/07/13	6,625
281	Hi-Lo Mitsubishi FGC18K - Used	3/07/13	6,625
286	AIR GUNS S/N C6491194 & C6491198	4/21/14	3,026
288	Hi-Lo Used Caterpillar S/N A4EC11044	1/16/14	10,600
291	AIR DRYER (QUINCY) S/N CAI665369	2/28/14	1,967
293	STRETCH MACHINE (FABRIC)	8/04/14	3,897

296	AIR POWERED SCREW DRIVER	10/27/14	1,773
297	HI-LO BATTERY SN #36214R	11/24/14	3,305
299	Hi-Lo 1999 Yale Forklift S/N B826N018	1/19/15	8,427
300	Hi-Lo Charger wiring for 1999 Yale For	3/22/15	735
302	Air Screw Guns (2) C5820455 & C6842	2/11/15	3,732
303	Hi-Lo repair for Yale ERC030AGN Asset	4/09/15	3,976
304	HI-LO BATTERY SN 07815R	5/05/15	3,221
306	Racking S/N A19152	9/16/15	4,528
307	Hi-Lo 2010 Hyster J35XNT S/N K160NC	12/15/15	16,250
	<b>EQUIPMENT</b>		<b>343,647</b>

**Group: FURNITURE & FIXTURES**

1	POSTER FORD MUSEUM	10/01/80	310
8	LATERAL 4 DRAWER (3)	4/03/86	885
9	LATERAL 4 DRAWER (BLACK)	4/03/86	295
21	LATERAL FILES (3) "Mexican" Tan Thin	11/13/89	1,017
29	SAFE	8/01/90	1,081
46	SIDE CHR-FJ - KENTWOOD OFFICE	4/01/94	813
55	LATERAL FILES-RECEPTION (4)	10/01/95	857
60	COPIER-ZEROX	4/01/96	4,012
104	TABLE-CONFERENCE ROOM	9/20/99	1,800
105	CHAIRS-CONFERENCE ROOM	9/20/99	3,240
113	PHONE SYS (AMERITECH) UPGRADE	7/19/00	29,708
120	SYS FURN-STORAGE FILES	12/22/00	4,996
122	SYS FURN-HM OFFICE AREA	12/22/00	13,117
143	CHAIRS-GRAHL INDUSTRIES	1/24/01	4,850
144	OFFICE FURNITURE - PUNCH LIST	1/26/01	2,303
146	OFFICE FURNITURE - PUNCH LIST	2/05/01	480
183	MAPLE FREESTANDING FURNITURE-D.	6/30/05	1,086
187	MAPLE DWP-CSD OFFICE	8/01/05	1,147
189	OFFICE SOFAS & TABLES SET	8/04/05	1,219
192	SYS FURN-PRIVATE OFFICES	12/22/00	2,144
206	UPS IBM SERIES-I3 BUSINESS SOLUTIO	5/08/06	1,397
219	DELL LAPTOP-BOHATCH	8/31/07	1,097
227	MCS Bar Coding Terminals & Installati	4/18/08	21,516
228	Moss Access Points	4/18/08	2,904
259	PSION-TEKLOGIX RF WORKABOUT TER	10/28/10	2,352
260	Hardware-DC1 Server	12/11/11	10,710
262	Dell OptiPlex 390 Desktop (6)	12/08/11	3,553
263	MONITOR HP-20" WIDESCREEEN FLAT-I	12/08/11	477
269	RF Terminals-Handheld	5/31/12	4,990
278	Copier-Cannon Image-Runner	10/31/12	2,650
284	RF Guns #12 & 13	8/15/13	4,911
290	AS/400 Lease	7/01/14	26,138
292	WAREHOUSE PRINTERS (2) LEXMARK	10/31/14	4,271



Construction began on 5005 Kraft Ave. in October 7, 2015 and is expected to be completed by 3/31/16.

Installation dates of equipment are expected to be as follows:

Racking – begin installation 3/11/16 to be completed by 3/18/16

Hilo – begin & complete installation by 3/18/16

Phone System – begin installation 3/28/16 to be completed by 3/31/16\*\*

Voice/Data Wiring – begin installation 3/1/16 to be completed by 3/10/16

Security System – begin installation 3/10/16 to be completed by 3/14/16

Furniture (offices) – begin installation 3/28/16 to be completed by 3/31/16\*\*

\*\*Compatico plans to move in and be operational by 4/1/16.

294	Printer, Industrial, Zebra ZT230	3/25/15	1,110
	<b>FURNITURE &amp; FIXTURES</b>		<u>163,436</u>

**Existing Grand Total Original Cost** 718,245

**Existing Fair Market Value** 225,000

<b><u>New purchases:</u></b>	<b><u>Date In</u></b>	
	<b><u>Service</u></b>	
Racking	3/31/2016	78,000 *
Hilo	3/31/2016	18,000
Phone system	3/31/2016	8,644
PA system	3/31/2016	2,156
Voice/Data wiring	3/31/2016	21,000
Security System	3/31/2016	6,000
Furniture	3/31/2016	48,000 *
<b>New purchases total</b>		<u>183,168</u>

**Combined total** 408,168

\*expect full or partial reimbursement through Grooters Lease/Moving allowance



Compatico manufactures, assembles and supplies new office furniture systems to Office Furniture Dealer Customers in every State, the Caribbean, Canada, and South America. It also has the largest warehouse selection of office furniture parts for the remanufacturing of existing office furniture—a significant contribution to sustainability of our resources by making reuse of existing furniture products both practical and cost-effective. While it delivers quality products at prices usually below major manufacturers, Compatico is recognized especially for its personal customer service.

Compatico has a single office location at 4710 44<sup>th</sup> St. SE in Grand Rapids, MI. We currently use additional warehouse space in three other Kentwood and Grand Rapids locations. All operations and warehouses will be consolidated in our new location at 5005 Kraft Avenue beginning 4/1/2016.

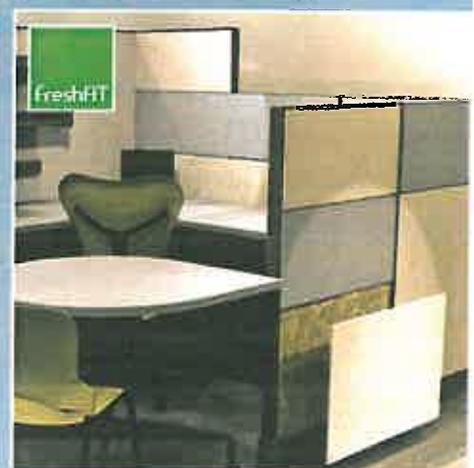
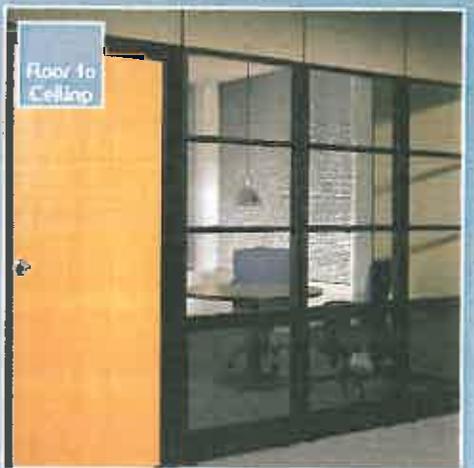
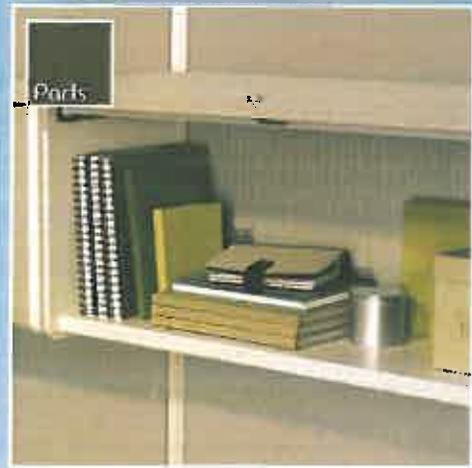
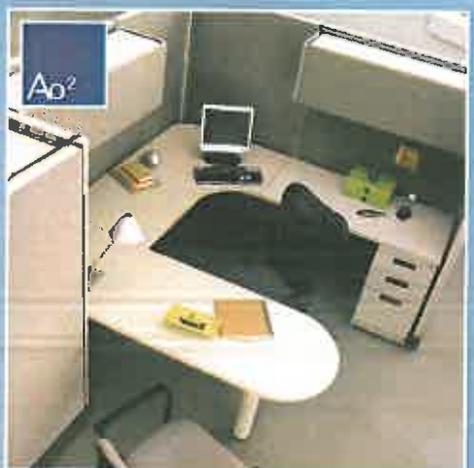
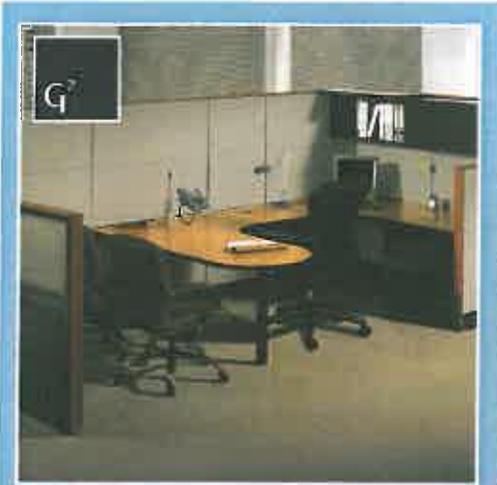
At Kraft Ave., we will have an 85,000 square facility of which approximately 7,000 square feet will be offices. The balance will be warehouse space used for manufacturing, assembly and distribution of office furniture systems (cubicles). Our manufacturing process consists of fabric application to panel blanks using fabric stretch machines, air staplers and fabric hot knives. The panels are then assembled with hardware. We also assemble and fabricate tack boards, overhead flippers and connector posts. Each dealer/customer order is specially produced for our customer's job requirements to their exact color and fabric specifications. Our manufactured products are combined with special order "just in time" components such as worksurfaces and scheduled for delivery using common carriers nationally, usually on-site at the end user facility. Our favorable lead times are our market niche.

We are represented by an extensive national independent contract furniture representative network overseen by Compatico Sales managers in Michigan and Tennessee. Except for our Tennessee Sales Manager, all Compatico employees are located at our Grand Rapids, Michigan facility.

Office furniture systems and parts

### Total Performance

- Customer First Service Practices
- Superior Quality & Budget-Friendly Prices
- On-Time and Accurate RF Bar Code Shipments
- Made in the USA
- level® certified, BIFMA's Sustainability Certification for Furniture
- GSA Approved





## Customer First Service Promise

Customer service is not just a department at Compatico. It is the core principle of our business philosophy. Our customers benefit through Compatico's total over-all quality approach when an order is specified, priced, ordered and shipped. Our organization is designed to exceed customer needs. Our entire team is committed to timely delivery of quality products and 100 percent end-user satisfaction.

- GSA Contract
- GIZA & CAP Libraries
- In-house Specification & Support Services
- Quality OEM Specifications and Tolerances
- Flexible Designs with an Array of Color Options
- Short Lead Times
- Value Pricing to Fit any Space Plan Budget
- State-of-the-Art Operations Center utilizes Bar-Codes and Radio-Frequency Scanners
- Lifetime Warranty

## Value Engineering = Advantage Programs

At Compatico we recognize that budgets are tight and "doing more with less" is a common mantra. We make it easy for you to "value engineer" your project with our Advantage Programs, which applies to the Fabrics, Laminates and Finishes on our systems including: A02, G2/Genesis and CMW.

Contact your local sales representative or Compatico Customer Service to learn more 1.800.336.1772, or visit us at [www.Compatico.com](http://www.Compatico.com) to learn more about our Advantage Program.

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Green Suppliers Network  
[www.greensuppliers.gov](http://www.greensuppliers.gov)



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** March 23rd, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Resolution of Support for Liquor License

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## **FACTS:**

Township staff has been working with two local residents, David and Mandy Grimsby, who would like to open a home-based business producing honey wine, also known as mead, to be prepared for market place. In order to start their business, the Grimsby's will need to obtain a small wine make license from the State of Michigan Liquor Control Commission. It should be noted that while the Grimsby's are required to obtain the license, the license they seek is for production and they have indicated there will be no on-site consumption of alcohol by the public, which would not be allowed per the regulations stipulated in our home-based business zoning ordinance.

Mr. and Mrs. Grimsby, through their business Grims Bee, LLC. (doing business as Grimsby Hollow Meadery, are applying for a Small Wine Maker license, details of which are attached for your review. The business plan calls for the utilization of 300 square feet of space in their home, built out to meet Department of Agriculture and State Health Department regulations, for the production of honey wine. The Grimsby's indicate that all production ingredients will be locally sourced, with no deliveries being made to the manufacturing site. Active manufacturing will take place once every 3-6 months. Once prepared, the honey wine will be bottled, labeled and sealed on-site before being transferred off-site for distribution. As required by ordinance, no wine will be sold or consumed on the premises of the business.

The site is located in the Agriculture Rural Conservation District, and is on approximately 2.15 acres.

Attached for your review:

- Application for Liquor License Support Resolution from Grims Bee, LLC
- Proposed Resolution of Support
- State of Michigan Liquor Control Commission Requirements and General Information sheets for the Small Wine Maker license.

## **ANALYSIS & CONCLUSIONS:**

In late 2014 and early 2015 the DDA, Planning Commission and Township Board approved changes to our Liquor License ordinance and Zoning Ordinances in order to try to attract restaurants that serve alcohol and breweries/wineries/distilleries as well as to conform to the new Michigan Liquor Control Commission (MLCC) policies and procedures. As part of the applicant's application to the MLCC, they are required to obtain a resolution of support from the

Township. According to the ordinance, the Township will consider the following factors when deciding to support a license application:

***A conviction of three or more liquor violations or a felony in any court or before the Michigan Liquor Control Commission, within a period of five years preceding the receipt of the application***

- No known felonies or liquor violations for either applicant

***A license which, under this chapter, has been revoked for cause***

- No known previous licenses

***Whether all of the members of such copartnership shall qualify to obtain a license.***

- Will be determined by the Liquor Control Commission

***With respect to a corporation, whether any officer, manager or director thereof, or a stock owner or stockholders owning in the aggregate more than 5% of the stock of such corporation, is not eligible to receive a license hereunder for any reason.***

- Will be determined by the Liquor Control Commission

***Whether the business is conducted by a manager or agent unless such manager or agent possesses the same qualifications required of the licensee.***

- Not Applicable

***A conviction of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance.***

- No known convictions

***Whether the applicant owns the premises for which a license is sought or does not have lease therefor for the full period for which the license is issued, or a person, corporation or copartnership that does not have sufficient financial assets to carry on or maintain the business.***

- Premise is owned by the applicant and maintained as a residence

***Whether the applicant is a law enforcement public official or a member of the Township Board, and whether such official is interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor.***

- Not applicable

***Whether there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable Township ordinance***

- No current violations exist

***Whether, for any new license or for the transfer of any existing license, the sale of beer, wine or spirits is shown to be an accessory use to other permitted business uses upon the site, such as but not limited to food sales, motel operations, or recreational activities***

- Primary use is residence. Sale of alcohol not permitted, only production.

*Whether the premises does not or will not soon after commencement of operations have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist.*

- All standards are met, and the approval of the license is not anticipated to cause a nuisance.

*With respect to a person whose license is in escrow, whether owners of the escrowed license are in violation of any provision of this chapter, state law, other local ordinance or rule of the Michigan Liquor Control Commission, or if the license is held in escrow for more than one year.*

- Not applicable

*Applicant, or his predecessor or transferor, shall not be in default to Cascade Charter Township of Kent County in connection with any tax or other obligation.*

- No known default tax or other obligations to the Township or Kent County

Because of the uniqueness of the request, our Community Standards Officer Stephanie Fast did an interview with the applicants and an inspection of the premises being utilized in the home based business. Stephanie has offered the opinion that the business will be in compliance with the Township home-based business regulations. Additionally, the business will be subject to a yearly liquor license inspection by Township Staff, and we can continue to ensure the business remains in compliance,

**FINANCIAL CONSIDERATIONS:**

None, this is a resolution of support only and will not have any direct financial implications for the Township.

**RECOMMENDED ACTION:**

To approve the Resolution of Local Government Approval for Grims Bee, LLC to apply for a Small Wine Maker license from the Michigan Liquor Control Commission.



**Cascade Charter Township**  
**Application for Liquor License Support Resolution**

Cascade Township does not issue liquor licenses. This application is for a resolution of support from the Township, which may be required by the State of Michigan Liquor Control Commission before a liquor license is issued.

**APPLICANT INFORMATION**

Name: David Grimsby DOB: 10/15/1984  
Street Address: 5904 Buttrick Ave SE  
City: Alto State: MI Zip: 49302  
Phone: (616) 826-6472 Mobile: (616) 826-6472 Email: mistergrimsby52@gmail.com

**BUSINESS INFORMATION**

Name of Business: Grims Bee, LLC, DBA Grimsby Hollow Meadery  
Street Address: 5904 Buttrick Ave SE  
City: Alto State: MI Zip: 49302

Business Partners (all individuals with greater than 5% interest in the business):

Name	Address	DOB
<u>Mandy Grimsby</u>	<u>5904 Buttrick Ave SE, Alto, MI 49302</u>	<u>9/4/1979</u>
<u>David Grimsby</u>	<u>5904 Buttrick Ave SE, Alto, MI 49302</u>	<u>10/15/1984</u>

**LICENSE INFORMATION:**

Please list the Michigan Liquor License Commission license that is being applied for. If you are applying for transfer of an escrowed license, please list the license number and current owner.

Small wine maker license

Business Description: please see attached document  
for business description

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Have you or any of the business partners been convicted of a felony in any court?

Yes  No If yes, explain: \_\_\_\_\_

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Have you or any of the business partners been convicted on any state or federal law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance:  Yes  No If yes, explain: \_\_\_\_\_

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Have you ever had a liquor license revoked for cause, or been convicted of a liquor license violation by the Michigan Liquor Control Commission?  Yes  No

If yes, explain: \_\_\_\_\_

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Is the sale or manufacturing of beer, wine or liquor an accessory use to other permitted uses upon the site?  Yes  No

If yes, explain: \_\_\_\_\_

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Please attach to this application a building and site plan showing the entire structure and premises and, in particular, the specific area where the license is to be utilized. Where applicable, the plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, screening and noise control measures.

**Please initial the following statements:**

DG I (the applicant) have never been convicted of a felony and am not disqualified to receive a license by any matter contained in the Cascade Charter Township Liquor Licenses Ordinance or the laws of the State of Michigan.

DG I (the applicant) have read and understood the Cascade Charter Township Liquor License ordinance and will not violate any of the laws of the State of Michigan or of the United States or any ordinances of Cascade Charter Township in the conduct of business related to the license being applied for.

Signature: David Brinsky Date: 3/14/16

<b><u>For Official Use Only</u></b>		
<b>Fire Department Approval</b> Notes: _____	Signature: <u>[Signature]</u>	Date: <u>3/16/16</u>
<b>Building Department Approval</b> Notes: _____	Signature: <u>[Signature]</u>	Date: <u>3-16-16</u>
<b>Clerk Department Approval</b> Notes: _____	Signature: <u>[Signature]</u>	Date: <u>3/16/16</u>
<b>Treasurer Department Approval</b> Notes: _____	Signature: <u>[Signature]</u>	Date: <u>3/16/16</u>
<b>Zoning Department Approval</b> Notes: _____	Signature: <u>[Signature]</u>	Date: <u>3/16/16</u>
<b>Township Board Approval</b> Notes: _____ Resolution Number _____	Signature: _____	Date: _____

### **Business Description for Grimsby Hollow Meadery**

A love of bees and medieval history prompted David and Mandy Grimsby to begin home brewing honey wine (aka mead) about two years ago. Positive feedback from friends, family, and commercial mead makers has inspired us to pursue turning our passion into a small business so that we may share our creations with wine lovers everywhere. While mead was once the world's most popular alcoholic beverage, its popularity nearly died just after the Middle Ages. With a huge resurgence in interest over the last decade, it now counts as the fastest growing segment of the American alcohol beverage industry. We believe that with a lot of hard work, dedication, and a little bit of luck, Grimsby Hollow Meadery has the potential to count itself amongst the world's premier manufacturers of honey wine.

The details of our process are as follows:

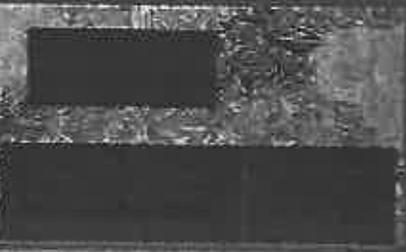
All manufacturing of honey wine would take place in the 300 feet of allocated space within our home, which will have been built out to meet the standards of the Department of Agriculture as well as the State Health Department. All wine making ingredients are locally sourced, with no delivery directly to the manufacturing site necessary. Active wine making will take place once every 3-6 months, as most honey wine requires at least 3-6 months to properly age. Our process involves small batch wine making, with no machinery or noise-producing devices used. Once ready, the wine will be bottled, labeled, and sealed on site before being transported to local wine and spirit retailers for sale on their premises. No wine will be sold or consumed on the premises of Grimsby Hollow Meadery. No members of the public will be allowed inside the wine manufacturing area. Any wine tasting events which we engage in will take place off site (Festivals, wine/spirit retail sites, competitions), with proper event permitting being obtained for those sites. In short, there will be no exterior evidence of the wine making practices taking place within the designated area within the home.

Possible future endeavors may include:

- Growth and expansion, resulting in moving operations into an approved commercial area
- The keeping of bees on our land to stimulate the growth of area plant life (we currently have apple trees, pear trees, peach trees, and various berry bushes on site) as well as produce honey which could be used for wine making purposes

Winery  
299.91 sq ft

Living Area



Laundry Room

Living Area







**Local Government Approval**  
(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ regular \_\_\_\_\_ meeting of the \_\_\_\_\_ Cascade Charter Township \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ Supervisor Rob Beahan on \_\_\_\_\_ Mar 23, 2016 \_\_\_\_\_ at \_\_\_\_\_ 7:00 pm \_\_\_\_\_  
(date) (time)  
the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Grims Bee, LLC \_\_\_\_\_

(name of applicant)

for the following license(s): Small Wine Maker \_\_\_\_\_  
(list specific licenses requested)

to be located at: 5904 Buttrick Ave. SE, Alto, MI 49302 \_\_\_\_\_

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it recommends \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_ Cascade Township  
council/board at a \_\_\_\_\_ regular \_\_\_\_\_ meeting held on \_\_\_\_\_ Mar 23, 2016 \_\_\_\_\_  
(regular or special) (date) (township, city, village)

Ronald Goodyke

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



Michigan Department of Licensing & Regulatory Affairs  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
525 W. Allegan Lansing, MI 48933  
P.O. Box 30005 Lansing, MI 48909

## **Michigan Wine Maker & Small Wine Maker Requirements and General Information**

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A **"Wine Maker"** license is issued by the Michigan Liquor Control Commission to a person located in Michigan to manufacture wine and to sell, at wholesale or retail, wine manufactured by that person.

- MCL 436.1113(9)

A **"Small Wine Maker"** means a Wine Maker that manufactures or bottles not more than 50,000 gallons of wine in 1 calendar year.

- MCL 436.1111(10)

### **A Wine Maker/Small Wine Maker License:**

- May sell wine they manufacture to licensed Michigan wholesalers and to licensed Michigan retailers.
- May offer free or may include a charge for samples to consumers from the winery premises.
- May sell wine they manufacture directly to consumers for off-premises consumption (take-out) from the winery premises.
- May sell wine they manufacture to consumers for on-premises consumption at the winery in conjunction with a restaurant at the winery premises.
- Must obtain a "Wine Producer's" Basic Permit from Alcohol, Tobacco Tax and Trade Bureau ("TTB").
- \$100.00 annual license fee for Wine Maker; \$25.00 annual license fee for Small Wine Maker. License renews annually on May 1. License fee may not be prorated for part year licensure and is payable at the time of initial application.

### **How To Apply For A License:**

Please refer to the "Manufacturers & Wholesale License Application Process" information sheet for applicable forms and required documents

All forms are available on our website at: [www.michigan.gov/lcc](http://www.michigan.gov/lcc) → Commission Forms → Manufacturers & Wholesalers.

### **Licensing Requirements:**

#### **Federal Basic Permit**

Receipt of a Federal "Wine Producer and Blenders" Basic Permit issued by the Alcohol and Tobacco Tax and Trade Bureau ("TTB") is required prior to the issuance of a winery license.

- Administrative rule R 436.1708 (1)

For Federal Basic Permit info contact: Alcohol and Tobacco Tax and Trade Bureau (TTB)

550 Main St. Room 8002  
Cincinnati, OH 45202  
(513) 684-3337  
[www.ttb.gov](http://www.ttb.gov)

#### **Bond Application**

Receipt of a Surety Bond (Form MW-816) executed by an insurance company authorized to do business in Michigan in the amount of \$1,000.00 for the first year licensed is required prior to issuance of the license. Bond form (MW-816) & instructions can be found on our website. Bond does not need to be submitted until applicant has received notification from our office of approval for their license application by our Commission.

- MCL 436.1801 (1)(a)

### **Proof of Financial Responsibility**

A statutory requirement to provide security for liability of not less than \$50,000 prior to the issuance of the license. May be in the form of cash, unencumbered securities, liquor liability insurance, constant value bond, or membership in a group self-insurance pool authorized by law that provides security for liability under Section 436.803 of the Liquor Control Code. Proof of Financial Responsibility Form LC-95 & instructions can be found on our website. Does not need to be submitted until applicant has received notification from our office of approval for their license application by our Commission.

- MCL 436.1803

### **Server Training Requirement**

A licensee authorized to sell or sample alcoholic beverages for on-premises consumption is required to have present on the licensed premises, at a minimum, supervisory personnel on each shift and during all hours in which alcoholic liquor is served who have successfully completed a server training program approved by the Commission. Server Training forms will be mailed upon Commission approval of the license application.

- MCL 436.1501(1), Administrative rule R 436.1060

### **Food Establishment License**

The Michigan Food Law (Act 92, P.A. of 2000) requires all food establishments, including processing operations such as wineries, breweries and distilleries to obtain a food establishment of one type or another. Contact the Michigan Department of Agriculture & Rural Development ("MDARD") for details on the specific food establishment license required for your operation. The MDARD may be contacted as follows:

MDARD Central Licensing  
P.O. Box 30746  
Lansing, MI 48909  
(517) 241-6666  
[www.michigan.gov/mda](http://www.michigan.gov/mda)

### **General Information:**

#### **Church and School:**

A new application to sell alcoholic beverages at retail (including manufacturers), or a request to transfer location of an existing license, may be denied if the contemplated location is within 500' of a church or school. The Commission may waive the church/school provision if the church or school does not file an objection to the proposed license. If the church or school files an objection, the Commission will hold a hearing before making a decision on the issuance of the license.

- MCL 436.1503

#### **Manufacturing & Labeling**

Wine must be manufactured and labeled in accordance with federal wine regulations published in the Code of Federal Regulations (CFR), Title 27, Part 4 and (CFR), Title 27, Part 24. Contact the TTB for details.

- Administrative rules R 436.1707, R 436.1708

#### **Label Registration**

Wine products must have all labels approved by the Commission prior to the wine being sold in Michigan. The Commission uses an on-line label registration process which requires prior registration with the TTB. Upon licensure, you will be provided with a password and instructions to access the on-line registration site. There is no fee for Michigan label registration.

- Administrative rule R 436.1719

#### **Mandatory Label Information (Pursuant to TTB Regulations):**

- Brand name listed.
- Class, type or, in lieu of, a truthful and adequate statement of composition shall appear on the brand label of the product.
- Name and address of bottler or packer and place (city/state) where bottled. Name must be preceded by "Bottled by" or "Packed by".

- Alcohol content must be listed. By definition, wine may contain ½ of 1% or more alcohol by volume but not more than 21% alcohol by volume. Table wine with alcoholic content of 11%-14% does not have to list the actual alcohol content. Listing “table wine” is adequate.
- Net contents.

For Federal Labeling information contact:

Alcohol and Tobacco Tax and Trade Bureau  
 Alcohol Labeling & Formulation  
 650 Massachusetts Ave., N.W.  
 Washington, DC 20226  
 (866) 927-2533  
[www.ttb.gov](http://www.ttb.gov)

### **Wine Excise Taxes & Monthly Reports**

Wine excise taxes apply to both wine and mixed wine drink. The Wine Maker or Small Wine Maker shall pay the Michigan wine excise tax or may designate a wholesaler to pay the tax on their behalf for all wine or mixed wine drink manufactured by that Wine Maker and sold in this state. A Wine Maker or Small Wine Maker is required to submit a Michigan Wine Tax Report and Michigan Winery Monthly Report of Sales no later than the 15<sup>th</sup> of each month regardless if a wholesaler has been designated to pay the taxes. If a wholesaler has been designated to pay tax on wholesale shipments to retailers, the Wine Maker or Small Wine Maker must still submit any tax payments for on-site tasting room wine sales.

Sacramental wine sold to churches is exempt from taxes. Sales made by a Wine Maker/Small Wine Maker out-of-state are nontaxable.

**Tax Rates:** 16% or less alcohol by volume = \$.135 (13 ½ cents) per liter.  
 Over 16% - 21% alcohol by volume = \$.20 (20 cents) per liter

- MCL 436.1301, Administrative rule R 436.1725

For further questions relating to wine tax, please contact our Financial Management Division at: (517) 284-6352.

### **Samples To Consumers**

A Wine Maker or Small Wine Maker may offer free or may include a charge for samples to consumers for on-premise tastings at the winery premises. The samples must be of products manufactured and sold under the Wine Maker or Small Wine Maker license.

- MCL 436.1537 (3), MCL 436.2025

### **Sales To Consumers From Winery**

A Wine Maker or Small Wine Maker is authorized to sell wine manufactured by the Wine Maker or Small Wine Maker from the winery premises to consumers for off-premises consumption (take-out sales) with no additional license.

A Wine Maker or Small Wine Maker may also sell wine they manufacture by the glass for consumption on the premises in a restaurant at their winery premises that is owned by the Wine Maker or Small Wine Maker or is leased to another person. Only wine manufactured by the Wine Maker or Small Wine Maker may be sold by the glass in a winery restaurant.

- MCL 436.1111(10), MCL 436.1113(9), MCL 436.1537(2)

### **Direct Shipping/Deliveries to Consumers**

A Direct Shipper license is required for in-state and out-of-state wineries to ship **domestic** wine directly to Michigan consumers. This license does not allow direct shipment of imported wines. License fee is \$100.00 annually (renewable May 1) and allows total annual shipment to Michigan consumers of 13,500 liters (1,500 9-liter cases). Direct Shippers must pay Michigan excise taxes (quarterly) and Michigan sales tax. The age of the person placing the order must be verified by obtaining a copy of a photo identification issued by a state or

the federal government of the person placing the order, or by utilizing an identification service approved by the Commission. You must record and maintain records of the name, address, date of birth and telephone number of the person placing the order on the order form. The Direct Shipper must stamp, print, or label on the outside of the shipping container that the package "Contains Alcohol. Must be delivered to a person 21 years of age or older." A label must be placed on the top panel of the shipping container listing the Direct Shipper license number, order number, the name and address of the individual placing the order, and the name of the designated recipient if different from the name of the individual placing the order. The person delivering the alcohol shall verify the person accepting delivery is of legal age.

- MCL 436.1203, MCL 436.1537(d)

### **Tasting Room Location**

Licensed Wine Makers/Small Wine Makers may apply for a Tasting Room location approval located off the winery licensed premises. The Wine Maker/ Small Wine Maker may offer free or may include a charge for tastings to the consumer and may sell for off premise consumption only, wine made by the Wine Maker/Small Wine Maker. As with other tastings & sales, only wine made by the Wine Maker/Small Wine Maker may be sampled or sold at the Tasting Room location. Under no circumstances may any other alcoholic beverage products other than those produced by the Wine Maker/Small Wine Maker be sampled in the Tasting Room. Wine can not be sold by the glass for consumption at the tasting room premises. Only samples may be provided. An annual license fee of \$100.00 per location shall be paid for the Tasting Room location.

- MCL 436.1537(4)

### **Other Manufacturing licenses**

A Wine Maker/Small Wine Maker may obtain other manufacturing licenses including a Brandy Manufacturer, Micro Brewer/Brewer, Manufacturer of Spirits, Manufacturer of Mixed Spirit Drink or a Small Distiller which allows the manufacture and sale of wine , brandy, mixed spirit drinks or distilled spirits.

- MCL 436.1111(9), MCL 436.1109 (3)(6), MCL 436.1113(9)

### **Permits**

There are additional permits that a Wine Maker or Small Wine Maker may apply for to be held in conjunction with their primary license.

- **Beer and Wine Sampling Permit** - A Wine Maker/Small Wine Maker may obtain a Beer and Wine Sampling Permit which allows beer and wine tastings to be conducted on licensed off-premises accounts that hold a Specially Designated Merchant (SDM) license. There is a one time \$70.00 fee for this permit. Upon issuance of this permit notification of sampling events must be received at least 10 days prior to the event and all employees or licensed agents conducting the sampling event must have successfully completed a server training program approved by the MLCC.
- **Farmer's Market Permit** – permit for a qualified Small Wine Maker who manufactures or bottles not more than 5,000 gallons of wine in one calendar year combining all licensed locations, to conduct free wine tastings and sell, for consumption off the licensed premises, wine produced by that Small Wine Maker at a Farmer's Market.
- **Outdoor Service Permit** - Permit allows the sale and consumption of alcoholic beverage in outdoor patio areas. The area must be under the control of the licensee.
- **Specific Purpose Permit** - Permit required to remain open for business after the legal closing hour of 2:00am, or to be open for business before 7:00am Monday through Saturday, or to open before 12:00 noon on Sunday, for the sale of food.
- **Direct Connection** - Technically this is not a Permit but rather permission from the Commission to maintain a direct connection between licensed premises and nonlicensed premises. This permission will be required if your operations include multiple license holders who maintain inside connections to either nonlicensed premises or licensed premises under the control of another licensee.
- **Living Quarters Permit** - Permit required when living quarters are directly connected to the licensed premises.
- **Dance Permit** - Permit required for dancing by customers on the licensed premises. Dance floor must be clearly marked, void of tables and chairs when in use and a minimum of 100 square feet in dimension. Permit allows for dancing during the legal hours for the sale of alcoholic liquor only.

- **Entertainment Permit** - Permit required for monologues, dialogues, motion pictures, still slides, closed circuit television, contests, or other performances for public viewing on the licensed premises. An Entertainment Permit does not allow topless entertainment. Permit allows for entertainment only during the legal hours for the sale of alcoholic liquor. You do not need an Entertainment Permit for live bands, the playing of an orchestra, piano, or other types of musical instruments, singing or the viewing of any publicly broadcast television of a federally licensed station.
- **Sunday Sales AM** – Permit required for the sale of wine from 7:00 a.m.-12:00 noon, unless prohibited in the county and local governmental unit where the licensed establishment is located. \$160.00 fee.

#### **Sales To Wholesalers and Territory Agreements**

A Wine Maker or Small Wine Maker may sell their products to licensed Michigan wholesalers who in turn may resell the wine to licensed Michigan retailers. A Wine Maker or Small Wine Maker must grant each of their wholesalers a written agreement specifying the brand or brands to be distributed and the territory where sales are granted. Wholesalers are prohibited from selling alcoholic beverages outside of their assigned sales territories. Beginning June 1, 2010, Michigan statute prohibits a manufacturer from assigning the right to sell a specific brand or brands of wine to more than one wine wholesaler in the same sales territory. However, a manufacturer may continue an agreement that was in effect on June 1, 2010, which assigned the distribution rights to more than one wine wholesaler for a specified brand of wine in the same sales territory. All sales to wholesalers must be for cash only. Quantity discounts to wholesalers are legal as long as the discount is nondiscriminatory.

- MCL 436.1305, MCL 436.1307

#### **Sales To Retailers**

A Wine Maker or Small Wine Maker is authorized to sell their wines to licensed retailers. A Wine Maker or Small Wine Maker selling their wines to retailers must file with the Commission in Lansing, before January 1, April 1, July 1, and October 1 of each year, a schedule of the net cash prices to retail licensees. The net cash price shall not be changed during the quarter without first notifying the Commission in writing of the price changes. "Post offs" (price reductions) shall **not** be granted for periods of less than 14 consecutive calendar days in duration. Quantity discounts to retailers are prohibited. All sales to retailers must be for cash only.

- MCL 436.1111(10), MCL 436.1113(9), Administrative rule R 436.1726

#### **Interest In Another License**

Michigan statute strictly prohibits a Wine Maker/Small Wine Maker from holding any interest, directly or indirectly, in a **wholesale or retail license**. Examples of prohibited interests include: stock ownership, leasing real estate to/from a wholesale or retail licensee; interlocking officers or directors between licensees; financial interest such as a moneylender with a wholesale or retail licensee. A Michigan manufacturer **may** hold interest in another licensed supplier under MCL 436.1603. The Commission may also approve a Wine Maker or Small Wine Maker participating with 1 or more Wine Makers or Small Wine Makers in an alternating proprietor operation subject to the written approval of the United States Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau, in accordance with 27 CFR part 25, subpart F, section 25.52.

- MCL 436.1603(8)(13)

#### **Rebates, Special Purchase Allowances, & Quantity Discounts**

A Wine Maker or Small Wine Maker is prohibited from rebating any money to wholesalers. A special purchase allowance may be offered to wholesalers as long as the allowance is offered to all wholesalers and is based on the wholesaler purchases at the time of the allowance and not based on past sales. A Wine Maker or Small Wine Maker may offer quantity discounts to their wholesalers but may not offer free merchandise to their wholesalers.

- MCL 436.1609

#### **Bulk Wine Used For Blending**

A Wine Maker or Small Wine Maker may purchase bulk wine to be used for blending purposes from a licensed Outstate Seller of Wine. A shipment of bulk wine to a Wine Maker or Small Wine Maker must be accompanied by a "Release of Alcohol or Alcoholic Beverages for Commercial Use" (LC/MW 836) approved by the Commission.

- Administrative rule R 436.1721

### **Salesperson License**

Any person employed by a Wine Maker or Small Wine Maker to sell, deliver, promote, or otherwise assist in the sale of alcoholic liquor in this state is required to hold a Salesperson license issued by the Commission. Office staff and winery personnel who work exclusively at the winery premises and have no personal contact with retailers or consumers off the winery premises do not need a Salesperson license. Salesperson's must be 18 years of age or older. Salesperson licenses are \$35.00 for three-year licensing period. Licensed salespersons are prohibited from being employed by a retail licensee on a paid or any other basis. Licensed truck drivers or delivery persons are prohibited from consuming alcoholic beverages while on duty.

- Administrative rule R 436.1853

### **Aid and Assistance**

MCL 436.1609, and Rule 436.1035 prohibit alcoholic beverage manufacturers, suppliers or wholesalers from aiding or assisting any other licensee by giving them anything of value. Further, a licensee is prohibited from accepting aid and assistance from another industry member. Alcoholic beverage suppliers are prohibited from giving anything of value to their wholesalers or retailers. Likewise, alcoholic beverage wholesalers are prohibited from giving anything of value to their retailers. This principle is the cornerstone of Michigan's trade practices regulatory structure. It is designed to provide a level playing field for all industry members. Suppliers and wholesalers are prohibited from giving anything of value to retail licensees, including but not limited to: alcoholic beverages, merchandise, furniture, fixtures, equipment, uniforms, cash or loans, labor, etc.

This same principle prohibits suppliers and wholesalers from providing free advertising, incentive programs, free or discounted product, draft system installation and maintenance, etc. Violations in the aid and assistance statute will result in all participants (retailer, wholesaler and supplier) being cited before the Commission.

Section 609 (3) of the Code, includes exceptions to the prohibition of items and services that a licensed supplier, warehouse, or wholesaler, may provide to any other vendor. Some of these exceptions include allowing suppliers, wholesalers, and warehouse to provide advertising items that have no use or value beyond actual brand and price advertising, including, but not limited to: mirrors, napkin holders, and table tents to licensees. Further, Section 609 (5) allows retailers to possess and use beer and wine brand logoed barware, including, but not limited to: glassware, coasters, and napkins if they have been purchased from a third party barware retailer and also allows retailers to possess and use spirit brand logoed barware, such as: glassware, coasters, and napkins if purchased from a manufacturer of spirits, vendor of spirits, a licensed salesperson, or broker, or a third party barware retailer.

- MCL 436.1609, Administrative rule R 436.1035

### **Record Retention**

All licensees are required to maintain all sales, purchase and salesperson expense records for a minimum of four (4) years. Records may be maintained electronically or otherwise as long as a hard copy of the record can be created upon demand.

- Administrative rules R 436.1007, R 436.1641, R 436.1865

### **Sales For Cash Only**

The Liquor Control Code requires the sale and purchase of all alcoholic beverages to be for cash only, at the time of delivery to wholesalers or retailers. Consumers may use bona-fide credit cards to pay for purchases from the winery.

- MCL 436.2013

### **Inspection of Premises and Books & Records**

A licensee must make the licensed premises available for inspection and search by a Commission Investigator or any law enforcement officer empowered to enforce the Commission's rules and code during regular business hours or when the premises is occupied. The Commission or its duly authorized agent may examine the books, records or papers of a licensee.

- MCL 436.1217, Administrative rule R 436.1645 & R 436.1728

### **Samples**

Wine Makers and Small Wine Makers are allowed to sample their products with on-premises or off-premises retail licensees and the retailer's employees. Sample tastings may not be offered to consumers by the wine maker at a licensed on-premises or off-premises account. All containers used to sample products with

retailers must be marked with the word "Sample" in lettering at least ½-inch high. While Wine Makers and Small Wine Makers may offer tasting samples to retailers from multiple beverages, only one (1) sample container of 750 ml size or smaller may be left with a retail licensee for sampling by the retailer and their staff. A sample container must be removed from the premises within 24 hours and again may not be sampled by consumers.

- Administrative rules R 436.1001, R 436.1421, R 436.1511, R 436.1513, R 436.1863

#### **Purchasing Drinks For Consumers**

A licensed Salesperson of a manufacturer of wine, for promotional purposes, may purchase one (1) drink for each customer of an on-premises retail licensee only. The drink shall be purchased from the on-premises licensee and shall be of a brand represented by the salesperson.

- Administrative rule R 436.1865

#### **Advertising and Promotions**

Inside advertising signs must be unilluminated and no more than 3,500 square inches in dimension. Alcoholic beverage advertising provided by suppliers and wholesalers to retailers shall not have any use or value beyond the actual advertising of brands and prices of the alcoholic liquor, other than the exceptions provided in MCL 436.1609(2)(30(4)).

- Administrative rules R 436.1305 – R 436.1331 MCL 436.1609

#### **Compliance with Laws, Zoning & Ordinances**

A Wine Maker or Small Wine Maker must comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules and ordinances.

- Administrative rules R 436.1003, R 436.1105(3), R 436.1702

#### **How to Contact the Michigan Liquor Control Commission**

Questions relating to Wine Maker/Small Wine Maker licenses and other non-retail licenses may be directed to:

Michigan Liquor Control Commission  
Manufacturers & Wholesalers Section  
P.O. Box 30005  
Lansing, MI 48909  
Toll free 1-866-813-0011 (517) 763-0060 (fax)  
E-mail: [MLCCMWapplications@michigan.gov](mailto:MLCCMWapplications@michigan.gov) Website: [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

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## MEMORANDUM

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**To:** Cascade Charter Township Board  
**From:** Steve Peterson, Community Development Director  
**Subject:** Cascade Rec Park Playground proposal  
**Meeting Date:** March 23, 2016

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We have budgeted \$300,000 for the replacement of the playground at the Recreation Park this year. You may recall that this was part of the planned improvements when we sought the state grant. Without obtaining the grant we moved ahead with the improvements to the park over a two-year period. Last year was the dog park, basketball courts, parking, etc. improvements and this year we would like to do the playground.

The playground is in need of replacement as several pieces have been damaged beyond repair and have actually been removed from the park. The parks committee put out an RFP for a new universally accessible playground and after reviewing the proposal has recommended one of the designs from Sinclair Recreation at a price of \$280,000 (community build price).

This project also involves a community build option which would entail volunteers putting together the play equipment all supervised by the contractor. The proposal also includes a poured in place surface of about 6,200 sq ft. The proposal was also reviewed by the Kent County Disability advocates and received a high score as universally accessible.

Making a decision tonight would keep us on schedule to have the work completed by July 4. Staff recommends to approve the option two proposal from Sinclair Recreation.

Attachments: Recommended proposal  
Existing playground  
Disability Advocate review





GameTime c/o Sinclair Recreation  
 PO Box 1409  
 Holland, MI 49422-1409  
 Ph: 800-444-4954  
 Fax: 616-392-8634

QUOTE  
 #64915

02/26/2016

**Cascade Township - Cascade Township Park - 2016 - Option Two**

Cascade Township  
 Attn: Steve Peterson  
 2865 Thornhill  
 Grand Rapids, MI 49546  
 Phone: 616-949-0224  
 speterson@cascadetwp.com

Project #: P52808  
 Ship To Zip: 49546

Quantity	Part #	Description	Unit Price	Amount
1	3137	Game Time - OmniTri Net	\$23,058.00	\$23,058.00
1	4840	Game Time - Answer Wheel Ass'y	\$160.00	\$160.00
1	4842	Game Time - Echo Chamber Ass'y	\$61.00	\$61.00
1	5056	Game Time - Arch Swing	\$5,543.00	\$5,543.00
2	5128	Game Time - Expression Swing 3 1/2" x 8'	\$1,199.00	\$2,398.00
4	8910	Game Time - Belt Seat 3 1/2"Od(8910)	\$217.00	\$868.00
1	16464	Game Time - Rock N Raft	\$12,222.00	\$12,222.00
3	16700	Game Time - Ada49"Sq Punch Steel Deck	\$1,017.00	\$3,051.00
2	16717	Game Time - 147" Ada Ramp Link	\$6,488.00	\$12,976.00
1	26119	Game Time - ADA Xscape Swing	\$1,176.00	\$1,176.00
2	26120	Game Time - ADA Xscape Swing Add-A-Bay	\$694.00	\$1,388.00
3	28009	Game Time - 6' P/S Bench W/Back Inground	\$523.00	\$1,569.00
1	28019	Game Time - P/S Food Court Table Inground	\$1,553.00	\$1,553.00
1	80082	Game Time - Slide Transfer	\$1,210.00	\$1,210.00
3	80203	Game Time - Tin Roof Gable	\$1,979.00	\$5,937.00
2	80612	Game Time - Deck Curb	\$160.00	\$320.00
1	80686	Game Time - Handhold/Kickplate Pkg	\$479.00	\$479.00
1	80936	Game Time - Choo Choo Panel	\$844.00	\$844.00
1	81593	Game Time - Ladder Loop Link	\$1,231.00	\$1,231.00
1	81664	Game Time - Single ThunderRing	\$302.00	\$302.00
2	81680	Game Time - Single Seat	\$277.00	\$554.00
1	81681	Game Time - Turning Bar	\$190.00	\$190.00
1	81699	Game Time - Bongos	\$199.00	\$199.00
4	90005	Game Time - Two Piece Hex Deck, ADA Ramp Access	\$2,688.00	\$10,752.00
1	90021	Game Time - 2'-0" Transfer System w/ Barrier	\$1,812.00	\$1,812.00
1	90032	Game Time - 3' Transfer Platform w/guardrail	\$2,086.00	\$2,086.00
1	90151	Game Time - 5'/6' Double Vine Climber	\$3,595.00	\$3,595.00
1	90176	Game Time - ADA Crow's Nest w/ Gizmo	\$1,373.00	\$1,373.00
1	90186	Game Time - Ashiko & Djembe Panel	\$941.00	\$941.00
1	90207	Game Time - Overhead Ladder Access Package	\$494.00	\$494.00
1	90209	Game Time - Rung Encl Kaleidoscope & Bar, Above Dk	\$1,418.00	\$1,418.00



GameTime c/o Sinclair Recreation  
 PO Box 1409  
 Holland, MI 49422-1409  
 Ph: 800-444-4954  
 Fax: 616-392-8634

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**Cascade Township - Cascade Township Park - 2016 - Option Two**

Quantity	Part #	Description	Unit Price	Amount
1	90216	Game Time - Rung Enclosure w/Barrier, Above Dk	\$502.00	\$502.00
1	90222	Game Time - Rung Encl Thunderring & Bar, Above Dk	\$807.00	\$807.00
1	90225	Game Time - Decorative Panel, Above Dk	\$497.00	\$497.00
1	90235	Game Time - GT Jam Box	\$2,674.00	\$2,674.00
1	90243	Game Time - 3' & 3'-6" Chain Link Climber	\$452.00	\$452.00
2	90264	Game Time - 6' Upright, Alum	\$227.00	\$454.00
2	90265	Game Time - 7' Upright, Alum	\$259.00	\$518.00
4	90266	Game Time - 8' Upright, Alum	\$290.00	\$1,160.00
2	90267	Game Time - 9' Upright, Alum	\$322.00	\$644.00
10	90268	Game Time - 10' Upright, Alum	\$353.00	\$3,530.00
2	90269	Game Time - 11' Upright, Alum	\$385.00	\$770.00
5	90270	Game Time - 12' Upright, Alum	\$417.00	\$2,085.00
4	90273	Game Time - 15' Upright, Alum	\$511.00	\$2,044.00
1	90305	Game Time - Climber Archway w/Socket & Guardrail	\$400.00	\$400.00
1	90391	Game Time - 3'-0" Overhead Climber Access Ladder	\$343.00	\$343.00
1	90396	Game Time - 2' Rung Kickplate	\$530.00	\$530.00
1	90510	Game Time - 6' Dueling Wave Zip Slide, Std Dk	\$2,431.00	\$2,431.00
1	90579	Game Time - Double Swerve Slide	\$2,183.00	\$2,183.00
1	90592	Game Time - Ridge Climber (single)	\$628.00	\$628.00
1	90610	Game Time - Contoured Panel (above)	\$960.00	\$960.00
1	90612	Game Time - Crawl-In Double Fun-L Up	\$2,592.00	\$2,592.00
1	90673	Game Time - Ramp (guardrail)	\$4,687.00	\$4,687.00
1	90674	Game Time - Std Access Ramp Link 3 dk GR	\$6,077.00	\$6,077.00
1	90714	Game Time - 3 in a Row - Gadget panel above deck	\$1,832.00	\$1,832.00
1	90798	Game Time - Xcelerator	\$3,163.00	\$3,163.00
1	91139	Game Time - Entryway - Barrier	\$530.00	\$530.00
1	91208	Game Time - Climber Entryway - Guardrail	\$402.00	\$402.00
2	91209	Game Time - Climber Entryway - Barrier	\$493.00	\$986.00
1	91210	Game Time - Climber Entryway - 3D	\$674.00	\$674.00
1	91292	Game Time - 5'6" - 6'0" Whirlwind	\$1,314.00	\$1,314.00
1	91303	Game Time - Cliff Wall Climber	\$3,414.00	\$3,414.00
2	G90262	Game Time - 4' Upright, Galv	\$159.00	\$318.00
2	G90269	Game Time - 11' Upright, Galv	\$377.00	\$754.00
3	G90270	Game Time - 12' Upright, Galv	\$408.00	\$1,224.00
1	178749	Game Time - Owner's Kit	\$50.00	\$50.00
6255	Square Feet	GT-Impax - Of Poured in Place Surfacing	\$21.00	\$131,355.00
1	INSTALL	Installation - Of GameTime Equipment	\$42,300.00	\$42,300.00
350	Linear	Installation - Feet of Concrete curb	\$8.50	\$2,975.00



**GameTime c/o Sinclair Recreation**  
**PO Box 1409**  
**Holland, MI 49422-1409**  
**Ph: 800-444-4954**  
**Fax: 616-392-8634**

**QUOTE**  
**#64915**

02/26/2016

**Cascade Township - Cascade Township Park - 2016 - Option Two**

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Installation - Site work and grading	\$2,500.00	\$2,500.00
			<b>SubTotal:</b>	<b>\$330,519.00</b>
			<b>Discount:</b>	<b>(\$38,196.87)</b>
			<b>Freight:</b>	<b>\$7,677.87</b>
			<b>Total Amount:</b>	<b>\$300,000.00</b>

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O SINCLAIR RECREATION.

Pricing: f.o.b. factory, firm for 30 days from date of quotation.

Sales Tax will be added at time of invoicing unless a tax exempt certificate is provided at the time of order entry.

Payment terms: Payment in full, net 30 days subject to approval by GameTime Credit Manager. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Payment terms: 50% deposit payable at time of order entry with the balance due by certified check upon delivery (C.O.D.)

Payment terms: By credit card, VISA or MasterCard.

Payment terms: Documentary Letter of Credit per GameTime instructions.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.



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QUOTE  
#64915

02/26/2016

**Cascade Township - Cascade Township Park - 2016 - Option Two**

**Acceptance of quotation:**

Proposed By Diane Sinclair: \_\_\_\_\_

Accepted By (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Facsimile: \_\_\_\_\_

P.O. No: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Purchase Amount: **\$300,000.00**

**Order Information:**

Bill To: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

Ship To: \_\_\_\_\_

Contact: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_ (PLEASE PROVIDE A COPY OF CERTIFICATE)



## SINCLAIR RECREATION, LLC

128 EAST LAKEWOOD • SUITE 40 • HOLLAND, MI 49424 • P.O. BOX 1409 • HOLLAND, MI 49422-1409  
PHONE: (800) 444-4954 • FAX: (616) 392-8634 • WEBSITE: [www.sinclair-rec.com](http://www.sinclair-rec.com)

### Cascade Charter Township Recreation Park – Universal Access Playground

#### Option One:

Features: Replica of “Cascade Township” turned into a park. There are play areas that feature: the airport, the shopping district, the Thornapple River, the highways and the natural area. There is a ramped accessible structure, custom accessible airplane structure, overhead spinner, ground level play houses, spring cars and trees.

Price for Option One with full installation: \$300,000

Price for Option One with community build: \$280,000

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#### Option Two:

Features: A custom ramped structure with wheelchair access up to the 4’ deck and featuring the Rock n-Raft. This structure includes all the elements of an Universal Accessible playground: Climbing, Sliding, Spinning, Swinging, Social, Auditory, Visual, and inclusion. This design also includes the Omni Net, multi-user Arch Swing, three bays of swings with TWO Expression swings.

Price for Option Two with full installation: \$300,000

Price for Option Two with community build: \$280,000

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#### Option Three:

Features: A custom ramped structure with a distinctive nature theme and a dramatic bridge over the entrance. The structure includes transfer access up to the 8’ tall play area with two tall slides and several climbers. The structure also features the honeycomb climbers, tree and vine climbers, a large Ropes Course climber and various panels with sound and music. The play area also includes a Discover Cave, DragonFly, Spinning Mushroom, Swings and the realistic Log Crawl Thru.

Price for Option Three with full installation: \$300,000

Price for Option Three with community build: \$280,000

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## SINCLAIR RECREATION, LLC

128 EAST LAKEWOOD • SUITE 40 • HOLLAND, MI 49424 • P.O. BOX 1409 • HOLLAND, MI 49422-1409  
PHONE: (800) 444-4954 • FAX: (616) 392-8634 • WEBSITE: [www.sinclair-rec.com](http://www.sinclair-rec.com)

### Proposed Project Schedule:

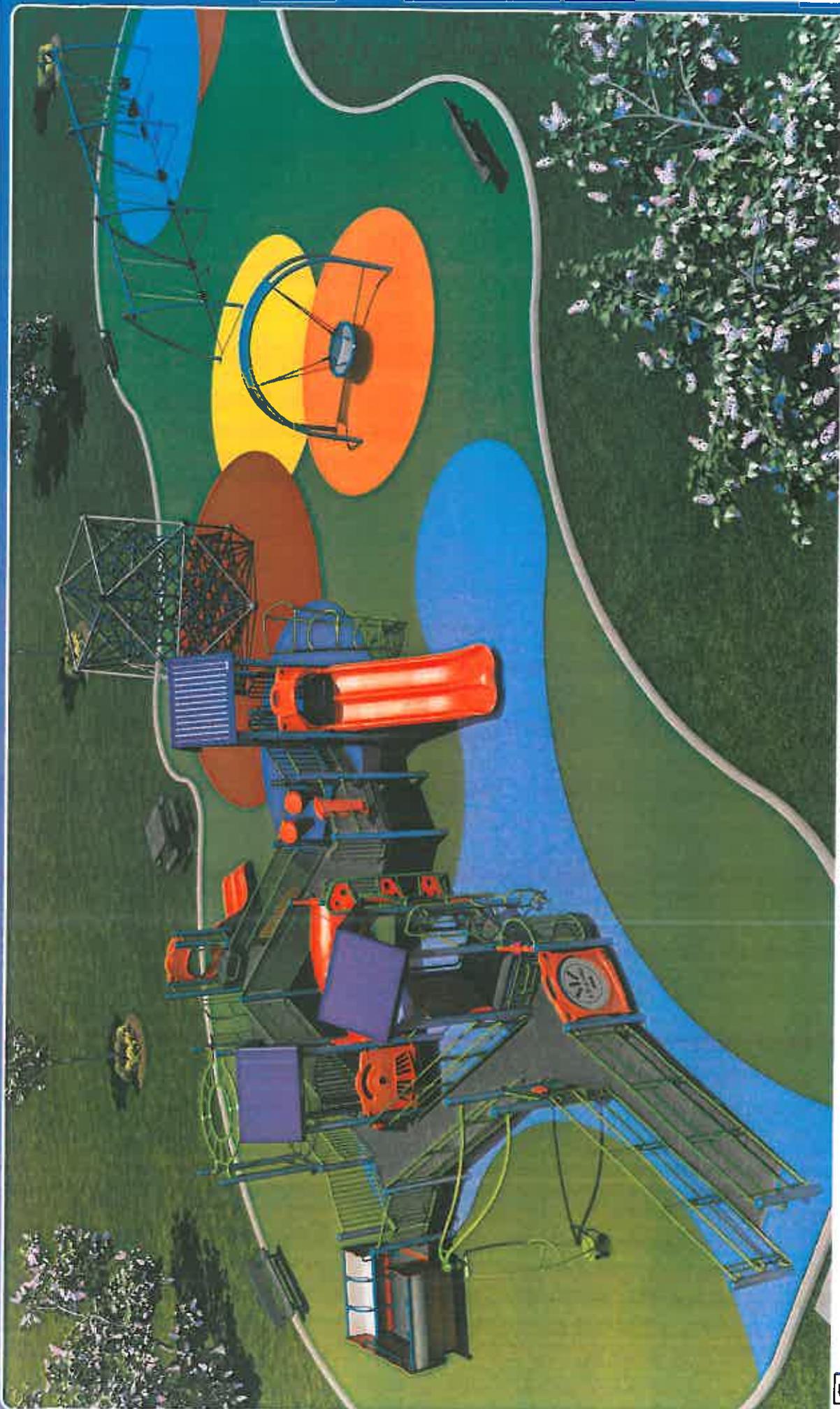
- March 4: Bids Due at 5:00 pm
- March 25 Selection of Consultant
- April 18: Equipment to be ordered – manufacturing time is about 3-5 weeks
- May 9 – 20: Equipment to be removed by Sinclair Recreation  
Site to be graded  
Concrete borders to be installed  
Sub-grade to be leveled and prepared
- May 23 week: Equipment ships out from GameTime and is unloaded by Sinclair Recreation
- May 30-June 10: Installation of playground equipment by Sinclair Recreation
- June 6-10: \*\*\*Optional Community Build\*\*\* (see attached information)
- June 13-17: Sub-base preparation to be installed and compacted under equipment
- June 20-28: Installation of the Poured in Place, weather permitting
- June 29-30: Substantial Completion and clean up of site
- July 2<sup>nd</sup>: Dedication of new playground!

Schedule can be modified per the owner's request. Thank you for the opportunity to bid on your project. We would welcome the opportunity to sit down with you and go over our proposal and highlight the unique features of GameTime equipment.

Sincerely,

Diane Sinclair  
Sinclair Recreation

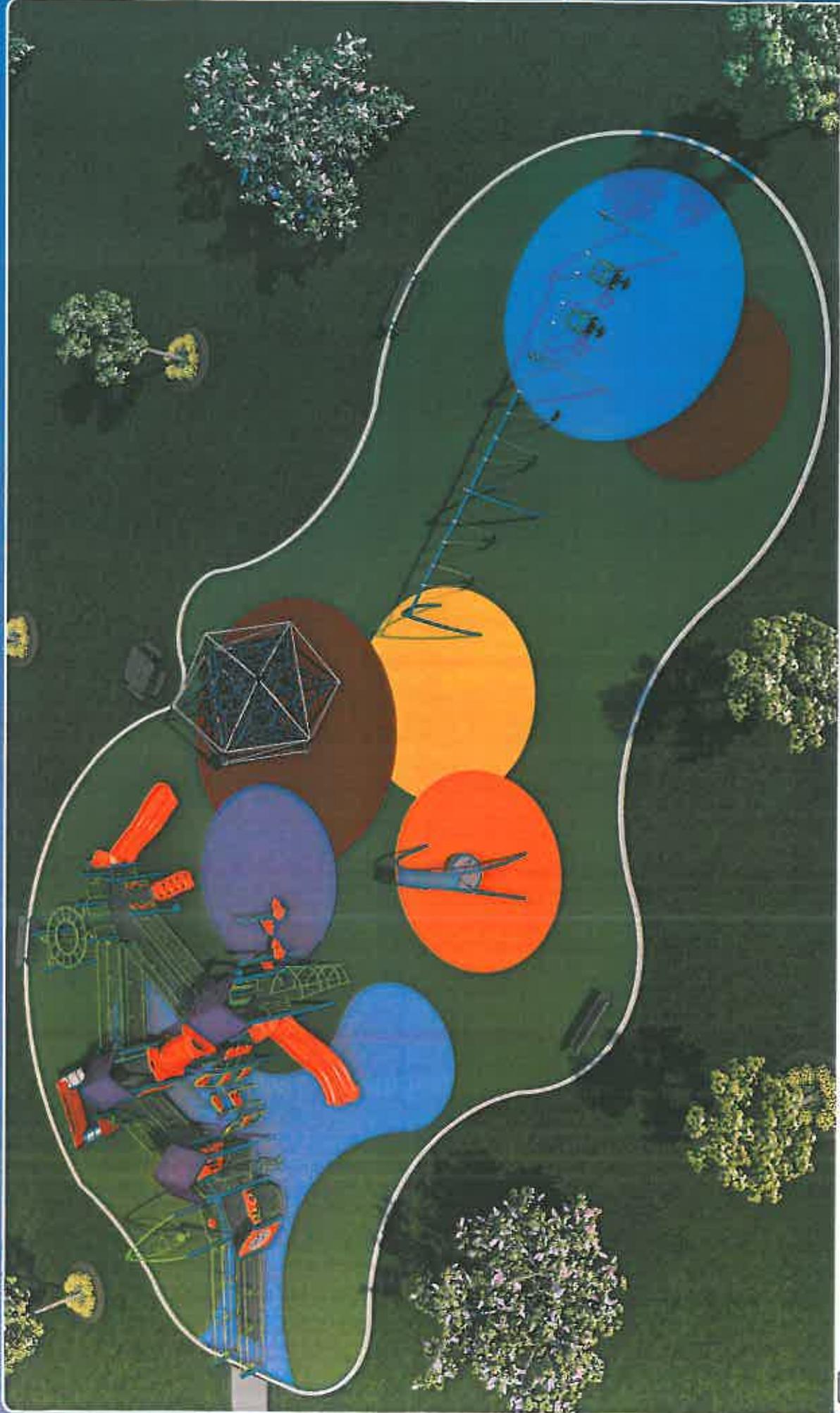




**GameTime**  
PLAY • CORE • FUN  
800.333.2469 / www.gametime.com

# CASCADE CHARTER TOWNSHIP Option Two

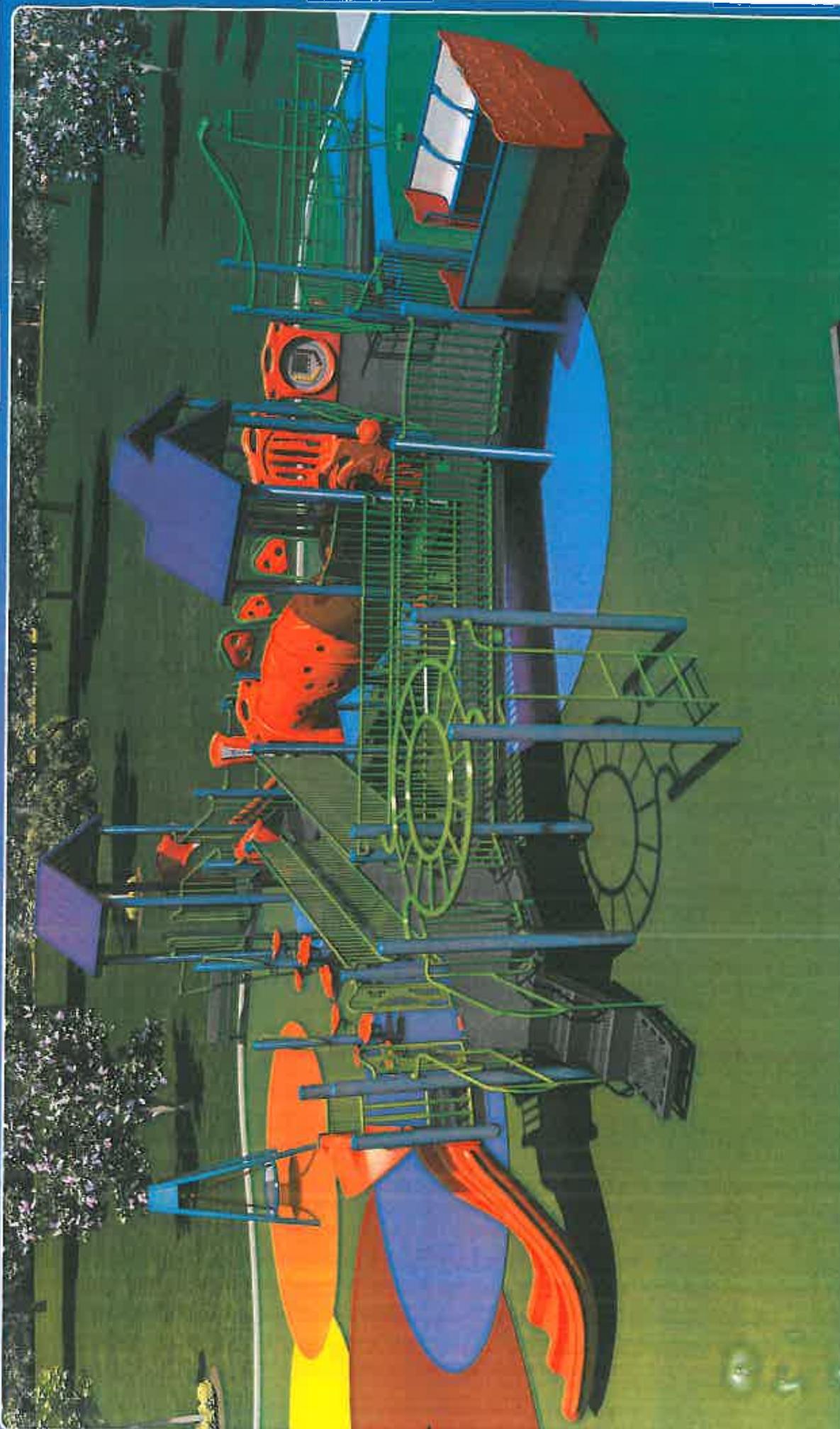
**Sinclair Recreation**  
1-800-444-4959 / www.sinclairrec.com



**CASCADE CHARTER TOWNSHIP**  
*Option Two (Top View)*

**Sinclair Recreation**  
1-800-444-4954 / [www.Sinclair-rec.com](http://www.Sinclair-rec.com)

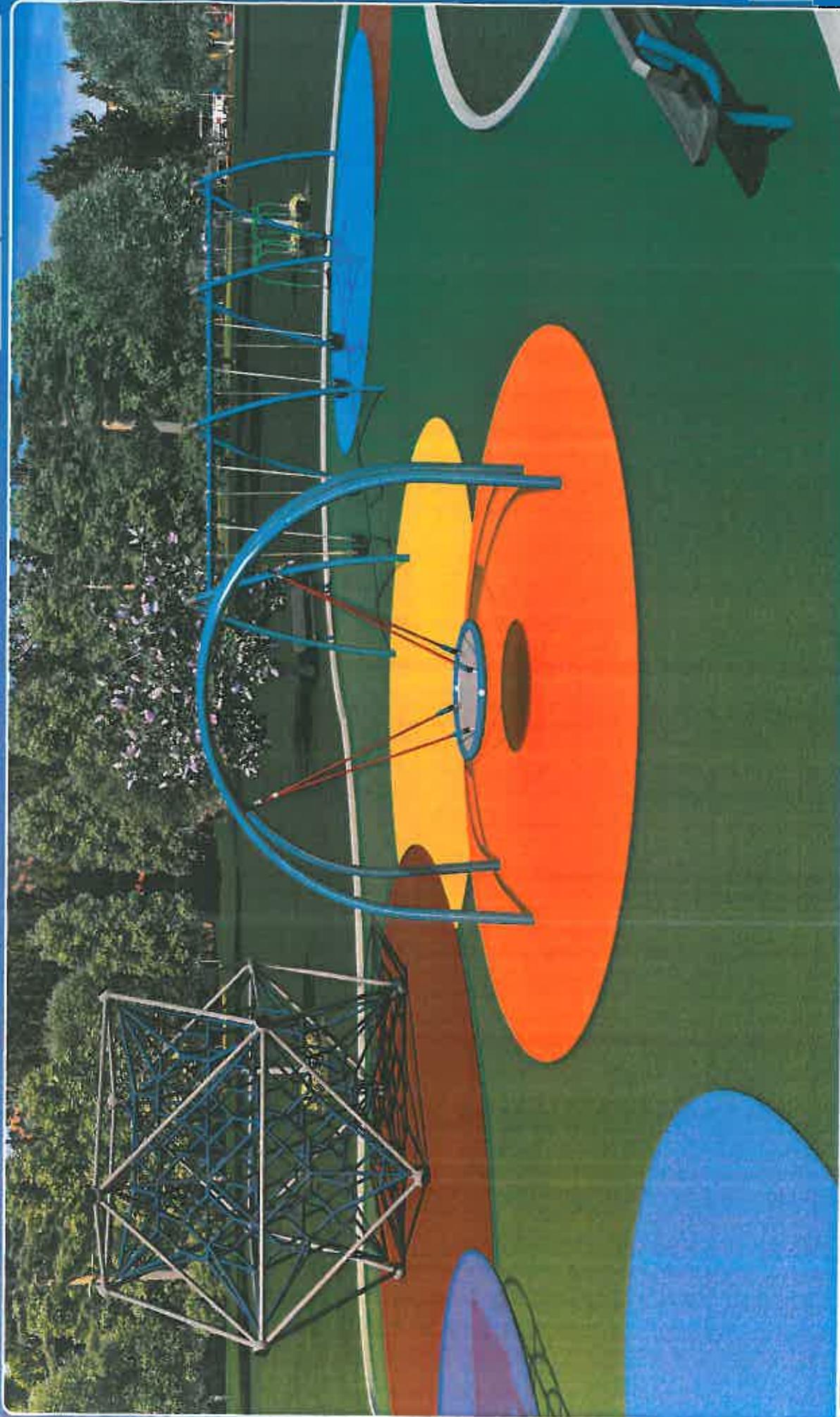
**GameTime**  
AFC - CSCE  
900.631.3483 / [www.gametime.com](http://www.gametime.com)



 Sinclair Recreation  
1-800-444-4954/[www.Sinclair-rec.com](http://www.Sinclair-rec.com)

# CASCADE CHARTER TOWNSHIP Option Two (View 1)

 SameTime®  
4711 COBE Center  
800.233.8460 / [www.sametime.com](http://www.sametime.com)



 Sinclair Recreation  
1-800-444-4954 / www.Sinclair-rec.com

# CASCADE CHARTER TOWNSHIP Option Two (View 2)

 Gametime  
A PIA CORE GROUP  
888.233.2400 / www.gametime.com



 Sinclair Recreation  
1-800-444-4954 / [www.Sinclair-rec.com](http://www.Sinclair-rec.com)

**CASCADE CHARTER TOWNSHIP**  
*Option Two (Location View)*

 Gametime  
A.P.A. COSE, INC.  
800.328.3440 / [www.gametime.com](http://www.gametime.com)

# existing playground



## Legend

- Freeway
- Freeway Ramp
- Highway
- Primary
- Secondary
- Private
- Sidewalks/Sidepaths
- Railroads
- Shared Use Paths (Trails)
- Rivers & Streams
- Lakes & Ponds
- Building Footprints
- Parks
- Cemetery
- Parcels
- Cities & Townships

0 0.0025 0.005 0.011 Miles

Map Scale 1:500



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Printed 3/16/2016 10:53:20 AM

**The Sinclair Recreation Proposal:**

*The Option 1 proposal –*

The first option presented by Sinclair Recreation indicates a very high level of accessibility. Exceptional design elements include the larger composite structure being accessible by both ramp and transfer platform. These means of egress are all located on an accessible route. Other exceptional design elements include having all fixtures on the larger composite structure located on a single accessible route, with each of the four platform structures linked by accessible ramps. These elements go beyond what the ADA requires and complies with Universal Design concepts.

One other observation is that there are few options for seating in the new playground area. The plans indicate that a single covered seat and table will be present. The specifications for this fixture are not provided in the drawings, and as result determining the accessibility of this element is difficult. Should the specifications be in accordance with ADA Guidelines for accessible seating, this would qualify for a **Rating 2**. However, providing different avenues of accessible seating for visitors and guests along an accessible route would greatly increase the accessibility of the playground area by providing respite spaces for people living with disabilities who are using the equipment or are supervising charges using the equipment.

 *The Option 2 proposal –*

The second option presented by Sinclair Recreation indicates a high level of accessibility. Exceptional design elements include the composite structure being accessed by both ramp and transfer platform, and having these means of egress located along a clear accessible path. This goes beyond what the ADA requires and complies with Universal Design concepts.

One other observation is that there are seating options present near each play element in the playground area. Both table and bench seating are indicated as being available. No specifications for these elements are provided in the drawings, and as a result it is difficult to evaluate the

accessibility these elements. However the drawings do indicated that the benches will be have seat back. This is a good design element, as people living with disabilities who are using the fixture may require support to use the element. Having the benches adjacent to the major centers of activity is also a very good design feature, allowing visitors and guests a respite space, and have simultaneous access to the facility. This goes beyond what the ADA requires, and complies with Universal Design concepts.

The construction drawings for the proposals from Sinclair Recreation indicate that all elements meet, and in places exceed, the ADA Guidelines. Looking at the drawings at this time, we can find no issues or barriers to accessibility on the proposed boardwalk at Cascade Township Recreational Park.



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

**Date:** March 23rd, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Request from KDL for Music Programming Funding

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**FACTS:**

The Township has received a request from the Kent District Library to participate in funding for the second year of their monthly live music program at the Cascade Library titled Sunday Afternoon LIVE!

It is anticipated that the program will be held each month on a Sunday afternoon from October 2016 – April 2017 and feature musical acts from a variety of genres and locations. The anticipated attendance for the 2015 - 2016 events was between 50 and 100 people, and the events have consistently surpassed those goals with crowds of 100 or more. KDL is seeking a financial contribution from Cascade Township of \$3,500 to support this event. KDL staff is also seeking funding from a variety of other sources including themselves (KDL), Friends of the Cascade Library, the Cascade Community Foundation, the Downtown Development Authority and individual gifts and donations. At their meeting this last week, the DDA voted to contribute \$1,500 to the event

Diane Cutler, Cascade Library Branch Manager, will be present to review the proposed program and answer any questions the Township Board may have.

Attached for your review is:

- Request from KDL including program description, budget and marketing plan.

**ANALYSIS & CONCLUSIONS:**

Currently, Cascade Township does not directly provide any music related programming to the community. As recently as 2012 the Township assisted the Cascade Community Foundation in presenting the summer music series at Tassel Park. However, that series has been on hiatus since 2012 and there are no known plans of the Community Foundation to resurrect that program in the near future. The Township, through the DDA, also sponsors the Metro Cruise Warm-Up event, which is expected to have an expanded musical presence in 2016.

The 2015-2016 events have provided no issues that the Township is aware of.

**FINANCIAL CONSIDERATIONS:**

The Township has budgeted \$3,000 for this event in the FY2016 budget. If the full request is granted, a \$500 budget amendment will be recommended during the 1<sup>st</sup> Quarter budget amendment process.

**RECOMMENDED ACTION:**

Consider the request from the Kent District Library to provide \$3,500 in funding to the Sunday Afternoon LIVE! music program at the Cascade Library.



## **Sunday Afternoon LIVE!**

### **Proposal**

## **For Cascade Charter Township**

Each summer the community is filled with concerts with a variety of local, Michigan and national talents that are widely enjoyed and well attended. When summer ends, so do the free concerts. Kent District Library began in 2015 to extend the music season with a seven month series of free concerts, one Sunday afternoon each month from October to April. Live music ranges from world music to bluegrass to hip hop, and everything in between. Attendance has surpassed the expected range of 50 to 100 people, and we have consistently had crowds of 100 or more.

The library offers an intimate live music experience, with accessibility to the artists akin to seeing a musician at your favorite small bar or bistro (but without the alcohol). Several of our performers have told us it was wonderful to perform at the library. Wonderful because people are listening and becoming a part of the music for two hours rather than using it as a backdrop. Wonderful because the sound in our beautiful Wisner center is fabulous for our musicians. Wonderful because the musicians can bring their family members who would be hesitant to hear them play in a bar. In addition to the musicians, we have been consistently hearing positive feedback from our audiences expressing gratitude for the music series. We have seen young and old dancing, swaying, tapping and applauding with disbelief at the level of talent we can make available in our library.

Musicians from our first series like the wonderful Grand Rapids group, Vox Vidorra, have since been gaining in popularity and recognition in the local music scene. Talented local artists are beginning to seek us out hoping to be a part of next year's series, as they hear overwhelmingly positive feedback from musicians and audiences. Staff at Cascade are reaching for the stars in beginning to choose candidates for next year's series, suggesting groups like The Crane Wives and Olivia Mainville and the Aquatic Troup. Anticipation is already stirring, and with the help of generous donors like the Cascade Charter Township, we can hope to surpass our first season.

Dates of project: October 2016 through April 2017

Amount Requested: \$3,500

Total project cost: \$27,050

In the spirit of community, we are seeking funding from a variety of sources, outlined on the attached Budget page.

Sunday Afternoon Live  
Proposed 2016 Budget

Expenses			
Performers	Seven groups or solo performers including sound equipment	\$	7,500.00
Printing	Promotional printing to be provided by KDL	\$	7,500.00
Marketing	Print ads, etc	\$	7,500.00
Staffing	Planning, execution and clean-up provided by KDL staff	\$	4,050.00
Snacks & Beverages		\$	500.00
Total expenses		\$	27,050.00
<b>Funding sources</b>			
Kent District Library	In kind support of staffing, printing	\$	11,550.00
Cascade Charter Township		\$	3,500.00
Cascade Community Foundation		\$	3,500.00
Friends of the Cascade Library		\$	3,500.00
Private Foundation Request		\$	3,500.00
DDA		\$	1,500.00
		\$	27,050.00



# SUNDAY AFTERNOON LIVE

KDL - Cascade Township Branch



## SUNDAY AFTERNOON LIVE

KDL - Cascade Township Branch





# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** March 23rd, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Township Social Media Policy

---

## **FACTS:**

In recent years, advances in technology have provided new means for local government to communicate with their residents. One popular means of communication is social media, which can greatly improve communication, help to deliver constituent services, promote transparency and accountability and aid in responses to emergencies.

Given the abilities of social media, including the two-way communication nature of several social media platforms, it is very important to have a policy in place before utilizing any social media platform. A well-defined policy gives staff clear direction on how social media communication tools can be utilized, and provides the public a clear explanation on how the platform will be maintained and sets the expectations of users of the platform. A policy dictating the proper use of social media will also ensure that utilizing the technology will not result in violating local ordinances and state statutes, including the Freedom of Information Act and the Open Meetings Act.

Attached for your review are:

- Proposed Township Social Media Usage Policy

## **ANALYSIS & CONCLUSIONS:**

The proposed Social Media Usage policy was developed and reviewed by the Township staff and Department Heads most likely to utilize the tools to communicate with residents and constituents. The policy sets clear directions and guidelines for establishing social media sites for the Township, what social media sites are pre-approved for utilization, creation and maintenance of content, commenting on social media sites by the public, and administering and monitoring sites. The Township Manager (or his/her designee) will be responsible for the oversight and implementation of the policy, while the Township Board retains the responsibility for adoption and amending the policy.

## **FINANCIAL CONSIDERATIONS:**

There are no anticipated expenditures related to Social Media usage in the Township besides staff time related to maintain the sites. Most social media sites (including all currently approved through the policy) are available free of charge.

## **RECOMMENDED ACTION:**

Approve the Cascade Charter Township Social Media Usage policy.

	<b>CASCADE CHARTER TOWNSHIP, MICHIGAN</b>			
	<b>POLICIES AND PROCEDURES</b>		<b># OF PAGES:</b> —	<b>POLICY #:</b> Admin 2016-02
	<b>SUBJECT:</b>  Social Media Usage		<b>APPROVED BY:</b>  TOWNSHIP MANAGER, BENJAMIN SWAYZE	
	<b>DEPARTMENT:</b> Administrative	<b>SUPERCEDES:</b> None	<b>DATE OF ISSUE:</b> TBD	<b>DATE OF EFFECT:</b> Immediate

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the utilization of social media platforms by Township staff and officials to communicate with the public.

**II. POLICY STATEMENT**

It is the policy of Cascade Township that we will utilize social media platforms to enhance communication, collaboration and information exchange with the public in support of the goals and objectives of the Township. The policies and procedures contained within are to establish guidelines to promote the effective, efficient and orderly use of social media platforms to promote accurate and reliable communication with the public.

**III. PROCEDURES**

**A. Establishment of Township Social Media Sites** – The Township’s official website ([www.cascadetwp.com](http://www.cascadetwp.com)) shall remain the Township’s primary means of communication. Whenever possible, postings to social media platforms should link to information readily available on the Township website.

1. The establishment of Township social media sites is subject to the approval of the Township Manager. The Township manager will be granted administrative access rights to all Township social media pages.
2. Administrative access to Township social media accounts will be limited to the Township Manager, Department Head and/or his designee.
3. Township social media sites shall clearly state that such sites are maintained by the Township and shall contain a link to the Township social media usage policy.
4. Township social media sites shall be managed consistent with the Open Meetings Act. Elected officials and administrative staff shall not deliberate Township matters through commenting or blogging on Township social media sites.
5. Township social media sites will comply with usage rules and regulations required by the site provider, including privacy policies.
6. All Township social media sites shall adhere to all applicable federal, state and local laws, regulations and policies.

7. Township social media sites are subject to the Freedom of Information Act. Any content maintained on a Township social media site that is related to Township business, including a list of subscribers, posted communication, and communication submitted for posting may be considered a public record and subject to public disclosure
8. The Township Manager reserves the right to terminate any Township social media site at any time without notice.

**B. Approved Social Media Platforms** – The following social media platforms may be utilized by the Township:

1. **Facebook**
2. **Twitter**
3. **Instagram**
4. **LinkedIn**

The use of other social media platforms must be approved by the Township Manager.

**C. Content Guidelines** – The goal of the Township’s social media sites is to serve as an online information source focused on Township issues, projects, news and events and is not intended as a public forum. Whenever possible, social media will link to information readily available on the Township official website ([www.cascadetwp.com](http://www.cascadetwp.com)).

1. The content of Township social media site shall pertain to Township related or sponsored/supported news, issues, programs, meetings, services and events. Content can include, but is not limited to information, photographs, videos and hyperlinks.
2. The Township shall have full permission or rights to any content posted by the Township, including photographs and videos.
3. Postings shall only contain information that is freely available to the public and not be confidential as defined by any City policy or state or federal law.
4. Postings may NOT contain any personal information, except for the names of employees whose job duties include being available for contact by the public.
5. Any employee authorized to post items on any of the Township social media sites shall review, be familiar with, and comply with the social media site’s use policies terms and conditions.
6. Any employee authorized to post items on any of the Township’s social media sites shall not express his or her own personal views or concerns through such postings. All postings on any Township media site shall reflect only official goals, objectives, policies and views of the Township.

7. Township social media sites may contain content including, but not limited to, advertisements and hyperlinks over which the Township has no control. The Township does not endorse any content placed on Township social media sites by the site's owners, vendors or partners.
8. The Township reserves the right to implement or remove any functionality of its social media site. This includes, but is not limited to, information, articles, pictures, videos, comments or any other form of communication that is posted on a Township social media site.

**D. Commenting Guidelines** – The spirit of social media is a dialog with two-way communication, which allows for members of the public to comment on information posted to Township social media sites. As such, all comments will be monitored by Township staff. The Township reserves the right to delete and/or censor all comments with content that:

1. Contains a personal attack, insult, racial slur or any other derogatory term
2. Defames a person or organization
3. Is off-topic and unrelated to the original post
4. Uses foul language or is sexually explicit, including “masked” profanity
5. Promotes hate or discrimination of any kind
6. Is blatant spam, including advertising commercial services or products
7. Encourages illegal activity or violates any local, state or federal law
8. Contains private or personal information
9. Endorses political candidates or a particular stance on an active ballot measure or specific legislation
10. Is reported as abuse
11. Contains random or unintelligible text
12. Compromises the safety or security of the public or public systems
13. Violates the legal ownership interest of any other party
14. Contains images, videos or links to sites that do not conform to these guidelines
15. Contains viruses or computer code
16. Violates any aspect of this policy

These guidelines shall be displayed to users or made available by hyperlink on all Township social media sites.

Repeated violations of the commenting guidelines shall be cause for the author to be permanently blocked from the Township social media sites.

**E. Administration/Monitoring Guidelines** – A successful social media site requires frequent attention. Each social media site requires a main administrator who is responsible for monitoring the site on a daily basis and sustaining the page long-

term. The department will also designate a back-up administrator in the primary administrator's absence.

1. Social media sites should be refreshed with a new post at least once per day, with the minimum being once per week. Public engagement should be used as a gauge for the timing and frequency of posts.
2. Employees representing the Township on social media sites shall conduct themselves at all times as a professional representative of the Township in accordance with all Township policies. Social media posts should be made utilizing proper grammar and avoid utilizing jargon and abbreviations. While social media can be less formal than other means of communication, posts to social media should still represent the Township in a positive manner.
3. The social media site administrator is responsible for making sure the content is not stale and that questions from site visitors are answered in a timely manner. Supplying a response to a resident or public inquiry within two business days is required, while within 24/hour is preferable when possible.
4. An application should not be used unless it serves a business purpose, adds to the social media site user experience and comes from a trusted public source. An application may be removed at any time if there is significant reason to think it is causing a security breach or spreading viruses.

#### **IV. REGULATION**

##### **A. Enforcement of Policy**

1. The Township Manager shall be responsible for the oversight of the provisions contained within this policy.
2. The Township Manager or his/her designee shall be responsible for the implementation of the provisions contained within this policy

##### **B. Adoption/Amendment of Policy**

The Township Board of Trustees shall be responsible for the adoption and amendment of this policy upon the recommendation of the Infrastructure Committee.



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** March 23rd, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** 123.Net, Inc. METRO Act Right of Way Permit Application

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## **FACTS:**

The METRO Act (Public Act 48 of 2002) was enacted as a means to provide state-wide oversight (through the Michigan Public Service Commission), and uniformity to the permitted use of local public right-of-ways for telecommunication infrastructure. We have received a METRO Act Permit Unilateral Form and Application from 123.Net, Inc. The initial term of the request is 5 years.

Typically, the Township receives in the neighborhood of \$12,000 in METRO Act permit fees from the MPSC. These funds are used for right-of-way maintenance activities.

Attached for your review are:

- METRO Act Permit request form from 123.Net, Inc
- METRO Act Permit Unilateral Form
- METRO Act Permit Application Form, including required attachments

## **ANALYSIS & CONCLUSIONS:**

The passage of the METRO Act provided uniformity to right-of-way permit applications for telecommunication providers and, as such, there is very little opportunity for the Township to request modifications to the permit. State records indicate no issues with 123.Net, Inc as a METRO permit entity. In our communication with the Kent County Road Commission, who will be responsible for permitting any work allowed by the METRO Act Permit being approved, and they indicate they have worked with 123.Net in the past with no issues.

## **FINANCIAL CONSIDERATIONS:**

There are no expenditures related to the approval of the request from 123.Net. Granting the request will ensure the Township continues to receive METRO Act monies from the State related to 123.Net telecommunication infrastructure.

## **RECOMMENDED ACTION:**

Approve the METRO Act Right-of-Way Unilateral Permit request from 123.Net, Inc. and authorize the Township Manager to execute the agreement on behalf of the Township.



24700 Northwestern Hwy., Ste. 700  
Southfield, MI 48075

**OFFICE OF THE GENERAL COUNSEL**

**RACHEL E. WISLEY, ESQ.**  
Email: [rwisley@123.net](mailto:rwisley@123.net)

Telephone: (248) 228-8214  
Facsimile: (248) 928-2050

**February 16, 2016**

Ron Goodyke  
2865 Thornhills Ave. SE  
Grand Rapids, MI 49546-7192

***Re: 123Net Metro Act Permit Application***

Dear Sir:

Enclosed please find three (3) copies of 123Net's METRO Act permit application, along with a proposed **Unilateral** Metro Act Permit and a check for Five Hundred Dollars (\$500.00).

Should you require anything further for processing this application, please contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'R. Wisley', written over a horizontal line.

Rachel E. Wisley, Esq.  
**123.Net General Counsel**

**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU  
PROFIT CORPORATION INFORMATION UPDATE**

**2015**

On behalf of the Corporation, I certify that no changes have occurred in required information since the last filed annual report.

Identification Number: <b>413969</b>	Corporation Name: <b>123.NET, INC.</b>
---	---

Resident agent name and mailing address of the registered office  
**DAN IRVIN**

**MI**

The address of the registered office  
**24700 NORTHWESTERN HWY. STE. 700**  
**SOUTHFIELD MI 48075**

Describe the purpose and activities of the corporation during the year covered by this report

**Electronic Signature**

Filed By <b>STEFANIA STOFNICA</b>	Title <b>AUTHORIZED OFFICER OR AGENT</b>	Phone <b>2482288206</b>
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I certify that this filing is submitted without fraudulent intent and that I am authorized by the business entity to make any changes reported herein.

**Payment Information**

Payment Amount <b>\$ 25</b>	Payment Date/Time <b>01/28 2015 12:18:46</b>	Reference Nbr <b>71315 6801 413969 2015</b>
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**CORPORATE ENTITY DETAILS**

**Searched for:** 123.NET, INC.  
**ID Num:** 413969  
**Entity Name:** 123.NET, INC.  
**Type of Entity:** Domestic Profit Corporation  
**Resident Agent:** DAN IRVIN  
**Registered Office Address:** 24700 NORTHWESTERN HWY. STE. 700 SOUTHFIELD MI 48075  
**Mailing Address:** MI  
**Formed Under Act Number(s):** 284-1972  
**Incorporation/Qualification Date:** 8-16-1996  
**Jurisdiction of Origin:** MICHIGAN  
**Number of Shares:** 60,000  
**Year of Most Recent Annual Report:** 15  
**Year of Most Recent Annual Report With Officers & Directors:** 14  
**Status:** ACTIVE **Date:** Present

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**METRO Act Permit Application Form  
Revised April 6, 2012**

**Township of Cascade**

**APPLICATION FOR  
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY  
TELECOMMUNICATIONS PROVIDERS  
UNDER  
METROPOLITAN EXTENSION TELECOMMUNICATIONS  
RIGHTS-OF-WAY OVERSIGHT ACT  
2002 PA 48  
MCL SECTIONS 484.3101 TO 484.3120**

**BY**

**123 Net, Inc.**

**Unfamiliar with METRO Act?--Assistance:** Municipalities unfamiliar with Michigan Metropolitan Extension Telecommunications Rights-of-Way Oversight Act ("METRO Act") permits for telecommunications providers should seek assistance, such as by contacting the Telecommunications Division of the Michigan Public Service Commission at 517-241-6200 or via its web site at [http://www.michigan.gov/mpsc/0,4639,7-159-16372\\_22707---,00.html](http://www.michigan.gov/mpsc/0,4639,7-159-16372_22707---,00.html).

**45 Days to Act—Fines for Failure to Act:** The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3). The Michigan Public Service Commission can impose fines of up to \$40,000 per day for violations of the METRO Act. It has imposed fines under the Michigan Telecommunications Act where it found providers or municipalities violated the statute.

**Where to File:** Applicants should file copies as follows [municipalities should adapt as appropriate—unless otherwise specified service should be as follows]:

-- Three (3) copies (one of which shall be marked and designated as the master copy) with the Clerk at:

Ron Goodyke  
Township Clerk  
2865 Thornhills Ave. SE  
Grand Rapids, MI 49546-7192

**Township of Cascade**  
Name of local unit of government

**APPLICATION FOR  
ACCESS TO AND ONGOING USE OF PUBLIC WAYS BY  
TELECOMMUNICATIONS PROVIDERS**

By  
**[123 Net Inc.]**  
**("Applicant")**

*This is an application pursuant to Sections 5 and 6 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48 (the "METRO Act") for access to and ongoing usage of the public right-of-way, including public roadways, highways, streets, alleys, easements, and waterways ("Public Ways") in the Municipality for a telecommunications system. The METRO Act states that "A municipality shall approve or deny access under this section within 45 days from the date a provider files an application for a permit for access to a public right-of-way." MCL 484.3115(3).*

*This application must be accompanied by a one-time application fee of \$500, unless the applicant is exempt from this requirement under Section 5(3) of the METRO Act, MCL 484.3105(3).*

---

**1 GENERAL INFORMATION:**

**1.1 Date: February 16, 2016**

**1.2 Applicant's legal name: 123.Net, Inc.**  
**Mailing Address: 24700 Northwestern Highway**  
**Suite 700**  
**Southfield, MI 48075**

Telephone Number: **(248) 228-8214**

Fax Number: \_\_\_\_\_

Corporate website: **123.net**

Name and title of Applicant's local manager (and if different) contact person regarding this application:

**Bill Bell – Fiber Project Manager**

Mailing Address: **24700 Northwestern Highway**  
**Suite 700**  
**Southfield, MI 48075**  
Telephone Number: **(248) 228-8251**  
Fax Number: **(248) 849-9333**  
E-mail Address: **bbell@123.net**

1.3 Type of Entity: (Check one of the following)

- Corporation
- General Partnership
- Limited Partnership
- Limited Liability Company
- Individual
- Other, please describe: \_\_\_\_\_

1.4 Assumed name for doing business, if any: \_\_\_\_\_

1.5 Description of Entity:

1.5.1 Jurisdiction of incorporation/formation; **Michigan**

1.5.2 Date of incorporation/formation; **8-16-1996**

1.5.3 If a subsidiary, name of ultimate parent company;

1.5.4 Chairperson, President/CEO, Secretary and Treasurer (and equivalent officials for non-corporate entities).

**James Kandler**  
**Dan Irvin**  
**Stefania Gradinaru**  
**Simona Anton**

1.6 Attach copies of Applicant's most recent annual report (with state ID number) filed with the Michigan Department of Licensing and Regulatory Affairs and certificate of good standing with the State of Michigan. For entities in existence for less than one year and for non-corporate entities, provide equivalent information.

**Please see attached.**

1.7 Is Applicant aware of any present or potential conflicts of interest between Applicant and Municipality? If yes, describe: None.

1.8 In the past three (3) years, has Applicant had a permit to install telecommunications facilities in the public right of way revoked by any Michigan municipality?

Circle: Yes  No

*If "yes," please describe the circumstances.*

1.9 In the past three (3) years, has an adverse finding been made or an adverse final action been taken by any Michigan court or administrative body against Applicant under any law or regulation related to the following:

1.9.1 A felony; or

1.9.2 A revocation or suspension of any authorization (including cable franchises) to provide telecommunications or video programming services?

Circle: Yes  No

*If "yes," please attach a full description of the parties and matters involved, including an identification of the court or administrative body and any proceedings (by dates and file numbers, if applicable), and the disposition of such proceedings.*

1.10 [If Applicant has been granted and currently holds a license to provide basic local exchange service, no financial information needs to be supplied.] If publicly held, provide Applicant's most recent financial statements. If financial statements of a parent company of Applicant (or other affiliate of Applicant) are provided in lieu of those of Applicant, please explain.

**N/A, Applicant is a CLEC**

1.10.1 If privately held, and if Municipality requests the information within 10 days of the date of this Application, the Applicant and the Municipality should make arrangements for the Municipality to review the financial statements.

*If no financial statements are provided, please explain and provide particulars.*

---

## **2 DESCRIPTION OF PROJECT:**

2.1 Provide a copy of authorizations, if applicable, Applicant holds to provide telecommunications services in Municipality. If no authorizations are applicable, please explain.

2.2 Describe in plain English how Municipality should describe to the public the telecommunications services to be provided by Applicant and the telecommunications facilities to be installed by Applicant in the Public Ways.

**Proposed project involves underground installation of fiber optic cable inside 1.25" HPDE conduit using either methods as directional boring or trenching. The proposed route will enter the Township crossing Patterson Ave SE on the North side of 28<sup>th</sup> St SE. The route will continue East thru**

**the intersection of 28<sup>th</sup> St SE and Lucerne Dr SE, where it will cross the 28th St SE and head South on the West side of Lucerne Dr SE. The proposed route will continue to the intersection of Lucerne Dr SE and Tahoe Dr SE, where it will continue East along Tahoe Dr SE before crossing the road to enter the building at 5940 Tahoe Dr SE. The proposed route will be traveling by ATT conduit or by new build underground.**

2.3 Attach route maps showing the location (including whether overhead or underground) of Applicant's existing and proposed facilities in the public right-of-way. To the extent known, please identify the side of the street on which the facilities will be located. (If construction approval is sought at this time, provide engineering drawings, if available, showing location and depth, if applicable, of facilities to be installed in the public right-of-way).



**The proposed route will enter the Township crossing Patterson Ave SE on the North side of 28<sup>th</sup> St SE. The route will continue East thru the intersection of 28<sup>th</sup> St SE and Lucerne Dr SE, where it will cross the 28th St SE and head South on the West side of Lucerne Dr SE. The proposed route will continue to the intersection of Lucerne Dr SE and Tahoe Dr SE, where it will continue East along Tahoe Dr SE before crossing the road to enter the building at 5940 Tahoe Dr SE.**

2.4 Please provide an anticipated or actual construction schedule.

**Would like to begin construction by April 11, 2016. Construction will take less than three weeks, including restoration.**

2.5 Please list all organizations and entities which will have any ownership interest in the facilities proposed to be installed in the Public Ways.

**123.Net, Inc.**

2.6 Who will be responsible for maintaining the facilities Applicant places in the Public Ways and how are they to be promptly contacted? If Applicant's facilities are to be

installed on or in existing facilities in the Public Ways of existing public utilities or incumbent telecommunications providers, describe the facilities to be used, and provide verification of their consent to such usage by Applicant.

**123.Net, Inc.  
(866) 460-3503  
NOC@123.NET**

### **3 TELECOMMUNICATION PROVIDER ADMINISTRATIVE MATTERS:**

*Please provide the following or attach an appropriate exhibit.*

3.1 Address of Applicant's nearest local office;

**24700 Northwestern Highway  
Suite 700  
Southfield, MI 48075**

3.2 Location of all records and engineering drawings, if not at local office;

3.3 Names, titles, addresses, e-mail addresses and telephone numbers of contact person(s) for Applicant's engineer or engineers and their responsibilities for the telecommunications system;

**Bill Bell  
Fiber Project Manager  
24700 Northwestern Highway  
Suite 700  
Southfield, MI 48075**

3.4 Provide evidence of self-insurance or a certificate of insurance showing Applicant's insurance coverage, carrier and limits of liability for the following:

3.4.1 Worker's compensation;

3.4.2 Commercial general liability, including at least:

3.4.2.1 Combined overall limits;

3.4.2.2 Combined single limit for each occurrence of bodily injury;

3.4.2.3 Personal injury;

3.4.2.4 Property damage;

3.4.2.5 Blanket contractual liability for written contracts, products, and completed operations;

3.4.2.6 Independent contractor liability;

3.4.2.7 For any non-aerial installations, coverage for property damage from perils of explosives, collapse, or damage to underground utilities (known as XCU coverage);

3.4.2.8 Environmental contamination;

3.4.3 Automobile liability covering all owned, hired, and non-owned vehicles used by Applicant, its employee, or agents.

**Please see attached.**

3.5 Names of all anticipated contractors and subcontractors involved in the construction, maintenance and operation of Applicant's facilities in the Public Ways.

N/A

**4 CERTIFICATION:**

*All the statements made in the application and attached exhibits are true and correct to the best of my knowledge and belief.*

**123.Net, Inc.**

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

**Rachel E. Wisley, Esq.  
123.Net General Counsel**

\_\_\_\_\_  
Date

S:\metroapplicationform.doc

METRO Act  
Unilateral Form  
Revised 12/06/02

RIGHT-OF-WAY  
TELECOMMUNICATIONS PERMIT

This permit issued this \_\_\_ day of \_\_\_\_\_, 20\_\_ by the Cascade Township.

1 Definitions

- 1.1 Date of Issuance shall mean the date set forth above.
- 1.2 Manager shall mean Municipality's [Mayor/Manager/Supervisor/Village President] or his or her designee.
- 1.3 METRO Act shall mean the Metropolitan Extension Telecommunications Right-of Way oversight Act, Act No. 48 of the Public Acts of 2002, as amended.
- 1.4 Municipality shall mean the Cascade Township, a Michigan municipal corporation.
- 1.5 Permit shall mean this document.
- 1.6 Permittee shall mean 123.Net, Inc. organized under the laws of the State of Michigan whose address is 24700 Northwestern Hwy., Ste. 700, Southfield, MI 48075.
- 1.7 Public Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, alley, easement, or waterway, to the extent Municipality has the ability to grant the rights set forth herein. Public Right-of-Way does not include a federal, state, or private right-of-way.
- 1.8 Telecommunications Facilities or Facilities shall mean the Permittee's equipment or personal property, such as copper and fiber cables, lines, wires, switches, conduits, pipes, and sheaths, which are used to or can generate, receive, transmit, carry, amplify or provide telecommunication services or signals. Telecommunication Facilities or Facilities do not include antennas, supporting structures for antennas, equipment shelters or houses, and any ancillary equipment and miscellaneous hardware used to provide federally licensed commercial mobile service as defined in Section 332(d) of Part I of Title III of the Communications Act of 1934, Chapter 652, 48 Stat. 1064, 47 U.S.C. 332 and further defined as commercial mobile radio service in 47 CFR 20.3, and service provided by any wireless, two-way communications device.

1.9 Term shall have the meaning set forth in Part 7.

2 Grant

2.1 Municipality hereby issues a permit under the METRO Act to Permittee for access to and ongoing use of the Public Right-of-Way identified on Exhibit A to construct, install and maintain Telecommunication Facilities on the terms set forth herein.

2.1.1 Exhibit A may be modified by Manager upon written request by Permittee.

2.1.2 Any decision of Manager on a request by Permittee for a modification may be appealed by Permittee to Municipality's legislative body.

2.2 Overlapping. Permittee shall not allow the wires or any other facilities of a third party to be overlapped to the Telecommunication Facilities without Municipality's prior written consent. Municipality's right to withhold written consent is subject to the authority of the Michigan Public Service Commission under Section 361 of the Michigan Telecommunications Act, MCL § 484.2361.

2.3 Nonexclusive. The rights granted by this Permit are nonexclusive. Municipality reserves the right to approve, at any time, additional permits for access to and ongoing usage of the Public Right-of-Way by telecommunications providers and to enter into agreements for use of the Public Right-of-Way with and grant franchises for use of the Public Right-of-Way to telecommunications providers, cable companies, utilities and other providers.

3 Contacts, Maps and Plans

3.1 Permittee Contacts. The names, addresses and the like for engineering and construction related information for Permittee and its Telecommunication Facilities are as follows:

3.1.1 The address, e-mail address, phone number and contact person (title or name) at Permittee's local office (in or near Municipality) is **Bill Bell, Fiber Project Manager, 24700 Northwestern Hwy., Ste 700, Southfield, MI 48075, (248) 228-8251, bbell@123.net.**

3.1.2 If Permittee's engineering drawings, as-built plans and related records for the Telecommunication Facilities will not be located at the preceding local office, the location address, phone number and contact person (title or department) for them is \_\_\_\_\_. [N/A]

- 3.1.3 The name, title, address, e-mail address and telephone numbers of Permittee's engineering contact person(s) with responsibility for the design, plans and construction of the Telecommunication Facilities is same as in 3.1.1.
  - 3.1.4 The address, phone number and contact person (title or department) at Permittee's home office/regional office with responsibility for engineering and construction related aspects of the Telecommunication Facilities is same as in 3.1.1.
  - 3.1.5 Permittee shall at all times provide Manager with the phone number at which a live representative of Permittee (not voice mail) can be reached 24 hours a day, seven (7) days a week, in the event of a public emergency.
  - 3.1.6 Permittee shall immediately notify Municipality in writing as set forth in Part 12 of any inaccuracies or changes in the preceding information.
- 3.2 Route Maps. Within ninety (90) days after the substantial completion of new Facilities in a Municipality, a provider shall submit route maps showing the location of the Telecommunication Facilities to both the Michigan Public Service Commission and to the Municipality, as required under Section 6(7) of the METRO Act, MCLA 484.3106(7).
- 3.3 As-Built Records. Permittee, without expense to Municipality, shall, upon forty-eight (48) hours notice, give Municipality access to all "as-built" maps, records, plans and specifications showing the Telecommunication Facilities or portions thereof in the Public Right-of-Way. Upon request by Municipality, Permittee shall inform Municipality as soon as reasonably possible of any changes from previously supplied maps, records, or plans and shall mark up maps provided by Municipality so as to show the location of the Telecommunication Facilities.

#### 4 Use of Public Right-of-Way

- 4.1 No Burden on Public Right-of-Way. Permittee, its contractors, subcontractors, and the Telecommunication Facilities shall not unduly burden or interfere with the present or future use of any of the Public Right-of-Way. Permittee's aerial cables and wires shall be suspended so as to not endanger or injure persons or property in or about the Public Right-of-Way. If Municipality reasonably determines that any portion of the Telecommunication Facilities constitutes an undue burden or interference, due to changed circumstances, Permittee, at its sole expense, shall modify the Telecommunication Facilities or take such other actions as Municipality may determine is in the public interest to remove or alleviate the burden, and Permittee shall do so within a reasonable time period. Municipality will attempt to require all occupants of a pole or conduit whose facilities are a burden to remove or alleviate the burden concurrently.

- 4.2 No Priority. This Permit does not establish any priority of use of the Public Right-of-Way by Permittee over any present or future permittees or parties having agreements with Municipality or franchises for such use. In the event of any dispute as to the priority of use of the Public Right-of-Way, the first priority shall be to the public generally, the second priority to Municipality, the third priority to the State of Michigan and its political subdivisions in the performance of their various functions, and thereafter as between other permit, agreement or franchise holders, as determined by Municipality in the exercise of its powers, including the police power and other powers reserved to and conferred on it by the State of Michigan.
- 4.3 Restoration of Property. Permittee, its contractors and subcontractors shall immediately (subject to seasonal work restrictions) restore, at Permittee's sole expense, in a manner approved by Municipality, any portion of the Public Right-of-Way that is in any way disturbed, damaged, or injured by the construction, installation, operation, maintenance or removal of the Telecommunication Facilities to a reasonably equivalent (or, at Permittee's option, better) condition as that which existed prior to the disturbance. In the event that Permittee, its contractors or subcontractors fail to make such repair within a reasonable time, Municipality may make the repair and Permittee shall pay the costs Municipality incurred for such repair.
- 4.4 Marking. Permittee shall mark the Telecommunication Facilities as follows: Aerial portions of the Telecommunication Facilities shall be marked with a marker on Permittee's lines on alternate poles which shall state Permittee's name and provide a toll-free number to call for assistance. Direct buried underground portions of the Telecommunication Facilities shall have (1) a conducting wire placed in the ground at least several inches above Permittee's cable (if such cable is nonconductive); (2) at least several inches above that, a continuous colored tape with a statement to the effect that there is buried cable beneath; and (3) stakes or other appropriate above ground markers with Permittee's name and a toll-free number indicating that there is buried telephone cable below. Bored underground portions of the Telecommunication Facilities shall have a conducting wire at the same depth as the cable and shall not be required to provide the continuous colored tape. Portions of the Telecommunication Facilities located in conduit, including conduit of others used by Permittee, shall be marked at its entrance into and exit from each manhole and handhole with Permittee's name and a toll-free telephone number.
- 4.5 Tree Trimming. Permittee may trim trees upon and overhanging the Public Right-of-Way so as to prevent the branches of such trees from coming into contact with the Telecommunication Facilities, consistent with any standards adopted by Municipality. Permittee shall dispose of all trimmed materials. Permittee shall minimize the trimming of trees to that essential to maintain the

integrity of the Telecommunication Facilities. Except in emergencies, all trimming of trees in the Public Right-of-Way shall have the advance approval of Manager.

- 4.6 Installation and Maintenance. The construction and installation of the Telecommunication Facilities shall be performed pursuant to plans approved by Municipality. The open cut of any Public Right-of-Way shall be coordinated with the Manager or his designee. Permittee shall install and maintain the Telecommunication Facilities in a reasonably safe condition. If the existing poles in the Public Right-of-Way are overburdened or unavailable for Permittee's use, or the facilities of all users of the poles are required to go underground then Permittee shall, at its expense, place such portion of its Telecommunication Facilities underground, unless Municipality approves an alternate location. Permittee may perform maintenance on the Telecommunication Facilities without prior approval of Municipality, provided that Permittee shall obtain any and all permits required by Municipality in the event that any maintenance will disturb or block vehicular traffic or are otherwise required by Municipality.
- 4.7 Pavement Cut Coordination. Permittee shall coordinate its construction and all other work in the Public Right-of-Way with Municipality's program for street construction and rebuilding (collectively "Street Construction") and its program for street repaving and resurfacing (except seal coating and patching) (collectively, "Street Resurfacing").
- 4.7.1 The goals of such coordination shall be to encourage Permittee to conduct all work in the Public Right-of-Way in conjunction with or immediately prior to any Street Construction or Street Resurfacing planned by Municipality.
- 4.8 Compliance with Laws. Permittee shall comply with all laws, statutes, ordinances, rules and regulations regarding the construction, installation, and maintenance of its Telecommunication Facilities, whether federal, state or local, now in force or which hereafter may be promulgated. Before any installation is commenced, Permittee shall secure all necessary permits, licenses and approvals from Municipality or other governmental entity as may be required by law, including, without limitation, all utility line permits and highway permits. Permittee shall comply in all respects with applicable codes and industry standards, including but not limited to the National Electrical Safety Code (latest edition adopted by Michigan Public Service Commission) and the National Electric Code (latest edition). Permittee shall comply with all zoning and land use ordinances and historic preservation ordinances as may exist or may hereafter be amended.
- 4.9 Street Vacation. If Municipality vacates or consents to the vacation of Public Right-of-Way within its jurisdiction, and such vacation necessitates the removal

and relocation of Permittee's Facilities in the vacated Public Right-of-Way, Permittee shall, as a condition of this Permit, consent to the vacation and remove its Facilities at its sole cost and expense when ordered to do so by Municipality or a court of competent jurisdiction. Permittee shall relocate its Facilities to such alternate route as Municipality, applying reasonable engineering standards, shall specify.

- 4.10 Relocation. If Municipality requests Permittee to relocate, protect, support, disconnect, or remove its Facilities because of street or utility work, or other public projects, Permittee shall relocate, protect, support, disconnect, or remove its Facilities, at its sole cost and expense, including where necessary to such alternate route as Municipality, applying reasonable engineering standards, shall specify. The work shall be completed within a reasonable time period.
- 4.11 Public Emergency. Municipality shall have the right to sever, disrupt, dig-up or otherwise destroy Facilities of Permittee if such action is necessary because of a public emergency. If reasonable to do so under the circumstances, Municipality will attempt to provide notice to Permittee. Public emergency shall be any condition which poses an immediate threat to life, health, or property caused by any natural or man-made disaster, including, but not limited to, storms, floods, fire, accidents, explosions, water main breaks, hazardous material spills, etc. Permittee shall be responsible for repair at its sole cost and expense of any of its Facilities damaged pursuant to any such action taken by Municipality.
- 4.12 Miss Dig. If eligible to join, Permittee shall subscribe to and be a member of "MISS DIG," the association of utilities formed pursuant to Act 53 of the Public Acts of 1974, as amended, MCL § 460.701 et seq., and shall conduct its business in conformance with the statutory provisions and regulations promulgated thereunder.
- 4.13 Underground Relocation. If Permittee has its Facilities on poles of Consumers Energy, Detroit Edison or another electric or telecommunications provider and Consumers Energy, Detroit Edison or such other electric or telecommunications provider relocates its system underground, then Permittee shall relocate its Facilities underground in the same location at Permittee's sole cost and expense.
- 4.14 Identification. All personnel of Permittee and its contractors or subcontractors who have as part of their normal duties contact with the general public shall wear on their clothing a clearly visible identification card bearing Permittee's name, their name and photograph. Permittee shall account for all identification cards at all times. Every service vehicle of Permittee and its contractors or subcontractors shall be clearly identified as such to the public, such as by a magnetic sign with Permittee's name and telephone number.

## 5 Indemnification

- 5.1 **Indemnity.** Permittee shall defend, indemnify, protect, and hold harmless Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses of any nature (collectively "claim" for this Part 5) (including, without limitation, attorneys' fees) arising out of or resulting from the acts or omissions of Permittee, its officers, agents, employees, contractors, successors, or assigns, but only to the extent such acts or omissions are related to the Permittee's use of or installation of facilities in the Public Right-of-Way and only to the extent of the fault or responsibility of Permittee, its officers, agents, employees, contractors, successors and assigns.
- 5.2 **Notice, Cooperation.** Municipality will notify Permittee promptly in writing of any such claim and the method and means proposed by Municipality for defending or satisfying such claim. Municipality will cooperate with Permittee in every reasonable way to facilitate the defense of any such claim. Municipality will consult with Permittee respecting the defense and satisfaction of such claim, including the selection and direction of legal counsel.
- 5.3 **Settlement.** Municipality will not settle any claim subject to indemnification under this Part 5 without the advance written consent of Permittee, which consent shall not be unreasonably withheld. Permittee shall have the right to defend or settle, at its own expense, any claim against Municipality for which Permittee is responsible hereunder.

## 6 **Insurance**

- 6.1 **Coverage Required.** Prior to beginning any construction in or installation of the Telecommunication Facilities in the Public Right-of-Way, Permittee shall obtain insurance as set forth below and file certificates evidencing same with Municipality. Such insurance shall be maintained in full force and effect until the end of the Term. In the alternative, Permittee may satisfy this requirement through a program of self-insurance, acceptable to Municipality, by providing reasonable evidence of its financial resources to Municipality. Municipality's acceptance of such self-insurance shall not be unreasonably withheld.
- 6.1.1 Commercial general liability insurance, including Completed Operations Liability, Independent Contractors Liability, Contractual Liability coverage, railroad protective coverage and coverage for property damage from perils of explosion, collapse or damage to underground utilities, commonly known as XCU coverage, in an amount not less than Five Million Dollars (\$5,000,000).
- 6.1.2 Liability insurance for sudden and accidental environmental

- contamination with minimum limits of Five Hundred Thousand Dollars (\$500,000) and providing coverage for claims discovered within three (3) years after the term of the policy.
- 6.1.3 Automobile liability insurance in an amount not less than One Million Dollars (\$1,000,000).
- 6.1.4 Workers' compensation and employer's liability insurance with statutory limits, and any applicable Federal insurance of a similar nature.
- 6.1.5 The coverage amounts set forth above may be met by a combination of underlying (primary) and umbrella policies so long as in combination the limits equal or exceed those stated. If more than one insurance policy is purchased to provide the coverage amounts set forth above, then all policies providing coverage limits excess to the primary policy shall provide drop down coverage to the first dollar of coverage and other contractual obligations of the primary policy, should the primary policy carrier not be able to perform any of its contractual obligations or not be collectible for any of its coverages for any reason during the Term, or (when longer) for as long as coverage could have been available pursuant to the terms and conditions of the primary policy.
- 6.2 Additional Insured. Municipality shall be named as an additional insured on all policies (other than worker's compensation and employer's liability). All insurance policies shall provide that they shall not be canceled, modified or not renewed unless the insurance carrier provides thirty (30) days prior written notice to Municipality. Permittee shall annually provide Municipality with a certificate of insurance evidencing such coverage. All insurance policies (other than environmental contamination, workers' compensation and employer's liability insurance) shall be written on an occurrence basis and not on a claims made basis.
- 6.3 Qualified Insurers. All insurance shall be issued by insurance carriers licensed to do business by the State of Michigan or by surplus line carriers on the Michigan Insurance Commission approved list of companies qualified to do business in Michigan. All insurance and surplus line carriers shall be rated A+ or better by A.M. Best Company.
- 6.4 Deductibles. If the insurance policies required by this Part 6 are written with retainages or deductibles in excess of \$50,000, they shall be approved by Manager in advance in writing. Permittee shall indemnify and save harmless Municipality from and against the payment of any deductible and from the payment of any premium on any insurance policy required to be furnished hereunder.
- 6.5 Contractors. Permittee's contractors and subcontractors working in the Public Right-of-Way shall carry in full force and effect commercial general liability,

environmental contamination liability, automobile liability and workers' compensation and employer liability insurance which complies with all terms of this Part 6. In the alternative, Permittee, at its expense, may provide such coverages for any or all its contractors or subcontractors (such as by adding them to Permittee's policies).

- 6.6 Insurance Primary. Permittee's insurance coverage shall be primary insurance with respect to Municipality, its officers, agents, employees, elected and appointed officials, departments, boards, and commissions (collectively "them"). Any insurance or self-insurance maintained by any of them shall be in excess of Permittee's insurance and shall not contribute to it (where "insurance or self-insurance maintained by any of them" includes any contract or agreement providing any type of indemnification or defense obligation provided to, or for the benefit of them, from any source, and includes any self-insurance program or policy, or self-insured retention or deductible by, for or on behalf of them).

## 7 Term

- 7.1 Term. The term ("Term") of this Permit shall be until the earlier of:

7.1.1 Five years or less from the Date of Issuance; or

7.1.2 When the Telecommunication Facilities has not been used to provide telecommunications services for a period of one hundred and eighty (180) days by Permittee or a successor or an assignee of Permittee; or

7.1.3 When Permittee, at its election and with or without cause, delivers written notice of termination to Municipality at least one-hundred and eighty (180) days prior to the date of such termination; or

7.1.4 Upon either Permittee or Municipality giving written notice to the other of the occurrence or existence of a default by the other party under Sections 4.8, 6, 8 or 9 of this Permit and such defaulting party failing to cure, or commence good faith efforts to cure, such default within sixty (60) days (or such shorter period of time provided elsewhere in this Permit) after delivery of such notice; or

7.1.5 Unless Manager grants a written extension, one year from the Date of Issuance if prior thereto Permittee has not started the construction and installation of the Telecommunication Facilities within the Public Right-of-Way and two years from the Date of Issuance if by such time construction and installation of the Telecommunication Facilities is not complete.

## 8 Performance Bond or Letter of Credit

8.1 Municipal Requirement. Municipality may require Permittee to post a bond (or letter of credit) as provided in Section 15(3) of the METRO Act, as amended [MCL § 484.3115(3)].

9 Fees

9.1 Establishment; Reservation. The METRO Act shall control the establishment of right-of-way fees. The parties reserve their respective rights regarding the nature and amount of any fees which may be charged by Municipality in connection with the Public Right-of-Way.

10 Removal

10.1 Removal; Underground. As soon as practicable after the Term, Permittee or its successors and assigns shall remove any underground cable or other portions of the Telecommunication Facilities from the Public Right-of-Way which has been installed in such a manner that it can be removed without trenching or other opening of the Public Right-of-Way. Permittee shall not remove any underground cable or other portions of the Telecommunication Facilities which requires trenching or other opening of the Public Right-of-Way except with the prior written approval of Manager. All removals shall be at Permittee's sole cost and expense.

10.1.1 For purposes of this Part 10, "cable" means any wire, coaxial cable, fiber optic cable, feed wire or pull wire.

10.2 Removal; Above Ground. As soon as practicable after the Term, Permittee, or its successor or assigns at its sole cost and expense, shall, unless waived in writing by Manager, remove from the Public Right-of-Way all above ground elements of its Telecommunication Facilities, including but not limited to poles, pedestal mounted terminal boxes, and lines attached to or suspended from poles.

10.3 Schedule. The schedule and timing of removal shall be subject to approval by Manager. Unless extended by Manager, removal shall be completed not later than twelve (12) months following the Term. Portions of the Telecommunication Facilities in the Public Right-of-Way which are not removed within such time period shall be deemed abandoned and, at the option of Municipality exercised by written notice to Permittee as set forth in Part 12, title to the portions described in such notice shall vest in Municipality.

11 Assignment. Permittee may assign or transfer its rights under this Permit, or the persons or entities controlling Permittee may change, in whole or in part, voluntarily, involuntarily, or by operation of law, including by merger or consolidation, change in the

ownership or control of Permittee's business, or by other means, subject to the following:

- 11.1 No such transfer or assignment or change in the control of Permittee shall be effective under this Permit, without Municipality's prior approval (not to be unreasonably withheld), during the time period from the Date of Issuance until the completion of the construction of the Telecommunication Facilities in those portions of the Public Right-of-Way identified on Exhibit A.
- 11.2 After the completion of such construction, Permittee must provide notice to Municipality of such transfer, assignment or change in control no later than thirty (30) days after such occurrence; provided, however,
  - 11.2.1 Any transferee or assignee of this Permit shall be qualified to perform under its terms and conditions and comply with applicable law; shall be subject to the obligations of this Permit, including responsibility for any defaults which occurred prior to the transfer or assignment; shall supply Municipality with the information required under Section 3.1; and shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary, and
  - 11.2.2 In the event of a change in control, it shall not be to an entity lacking the qualifications to assure Permittee's ability to perform under the terms and conditions of this Permit and comply with applicable law; and Permittee shall comply with any updated insurance and performance bond requirements under Sections 6 and 8 respectively, which Municipality reasonably deems necessary.
- 11.3 Permittee may grant a security interest in this Permit, its rights thereunder or the Telecommunication Facilities at any time without notifying Municipality.

## 12 Notices

- 12.1 Notices. All notices under this Permit shall be given as follows:
  - 12.1.1 If to Municipality, to \_\_\_\_\_.
  - 12.1.2 If to Permittee, to **Bill Bell at 24700 Northwestern Hwy., Ste. 700, Southfield, MI 48075, with a copy to bbell@123.net.**
- 12.2 Change of Address. Permittee and Municipality may change its address or personnel for the receipt of notices at any time by giving notice thereof to the other as set forth above.

## 13 Other items

- 13.1 No Cable, OVS. This Permit does not authorize Permittee to provide commercial cable type services to the public, such as “cable service” or the services of an “open video system operator” (as such terms are defined in the Federal Communications Act of 1934 and implementing regulations, currently 47 U.S.C. §§ 522 (6), 573 and 47 CFR § 76.1500).
- 13.2 Effectiveness. This Permit shall become effective when Permittee has provided any insurance certificates and bonds required in Parts 6 and 8, and signed the acknowledgement of receipt, below.
- 13.3 Authority. This Permit satisfies the requirement for a permit under Section 5 of the METRO Act [MCL 484.3105].
- 13.4 Interpretation and Severability. The provisions of this Permit shall be liberally construed to protect and preserve the peace, health, safety and welfare of the public, and should any provision or section of this Permit be held unconstitutional, invalid, overbroad or otherwise unenforceable, such determination/holding shall not be construed as affecting the validity of any of the remaining conditions of this Permit. If any provision in this Permit is found to be partially overbroad, unenforceable, or invalid, Permittee and Municipality may nevertheless enforce such provision to the extent permitted under applicable law.
- 13.5 Governing Law. This Permit shall be governed by the laws of the State of Michigan.

Cascade Township

By: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Date: \_\_\_\_\_

Acknowledgement of Receipt: Permittee acknowledges receipt of this Permit granted by Municipality.

123.Net, Inc.

By: \_\_\_\_\_  
 Its: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Exhibit A**

**Public Right-of-Way to be Used by Telecommunication Facilities**

**Exhibit B**

**Bond**

::ODMA\PCDOCS\GRR\764521\3



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** March 23<sup>rd</sup>, 2016  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Recommendation for Clerk Replacement

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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 recommended to the Township Board 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>.

The Personnel Committee held interviews with three potential candidates for the Clerk vacancy on Friday, March 11<sup>th</sup>. The candidates that were interviewed included Cascade residents Clem Bell, Karen Kania and Susan Slater, whose resumes are attached for your review. The three candidates were selected based on their perceived interest in the position and the qualifications they could lend to the position.

After the panel interviews and attention to the education and experience of each candidate, the Personnel Committee is recommending Clem Bell be appointed to the vacant Clerk position. The Committee felt that Clem's education, experience, personality and insightfulness would allow him to be successful both in the administrative roll as Clerk and the legislative roll as Township Board member. Clem is a retired Builder and Human Resources Executive, and has spent the past 6 years as a member of the Cascade Township fire department as a Paid on Call firefighter. During the past month he has worked part-time in the Clerk's department assisting in the preparations for the March 8<sup>th</sup> election.

The Township has consulted with our legal counsel on any issues that would preclude Clem Bell from serving as both elected Clerk and Paid on Call firefighter, and they have indicated that there is no legal conflict.

**FINANCIAL CONSIDERATIONS**

None

**RECOMMENDATION**

On the recommendation of the Personnel Committee, appoint Clem Bell as Township Clerk, effective April 1, 2016, for the unexpired term ending November 2<sup>nd</sup>, 2016

**SUSAN B. SLATER**  
7885 30<sup>th</sup> St SE  
Ada, Michigan 49301  
616.676.2390  
616.240.7550

**EDUCATION**     **B. S. In Music Theory & Composition, May 1977**  
Additional studies in piano & organ performance  
Faith Baptist Bible College, Arkeny, IA

**PROFESSIONAL EXPERIENCE**   **Middle School Registrar/Attendance Admin. Aug. 2012- present**  
Responsible for all student enrollment records, residency verification, grades/report cards/honor roll; administrator and counselor support  
Immunization reporting and communicable illness to Kent County Health Dept.  
Daily/hourly attendance record consistent with state reporting, Student Court records

**Middle School Secretary, Feb. 2008-June 2012**  
Administrative support; assist principal in absence of Head Secretary  
Administer textbook management system including annual distribution and collection for entire student body of 650  
Maintain CMS Master Calendar for all events and building use (internal and external)  
Organize Cedar Point trip for Eighth Grade End of Year  
Assist in Media Center with students and book processing  
**Glenn Mitcham, Principal, Charlie Vonk, Asst. Principal**  
**Forest Hills Central Middle School**  
**5810 Ada Dr. SE, Ada, MI 49301**  
**616.493.8750**

**Food Service Staff, Feb. 2004-Feb. 2008**  
Worked up to #2 position in the kitchen preparing and serving meals daily for 600 students  
Cashier & accounting duties  
Occasional catering events as needed by Food Service Director  
**Robynn McKinney, Principal (Retired)**  
**Forest Hills Central Woodlands 5/6 School**  
**400 Alta Dale SE, Ada, MI 49301**  
**616.493.8950**

**Church Pianist, Aug. 2001-present**  
Accompany praise team for worship services, accompany congregational singing and Choir Pianist including weekly rehearsals; special seasonal cantatas. Prepare 1 to 2 solos each week for offertory performance or play improv selections  
**Lauria Majchrzak, Director of Worship and Arts**  
**Immanuel Reformed Church**  
**1300 E. Beltline SE, Grand Rapids, MI 49546**  
**616.957.9117**

**Playground Aide/Time-on-Task Aide, Oct. 1998-Aug. 2002**  
Monitored elementary students at recess

Assisted teachers with creating support materials as needed

**Dave Ellis, Principal (Retired)**  
**Pine Ridge Elementary School**  
**3250 Redford SE, Grand Rapids, MI 49546**  
**616.493.8910**

**Deli/Café Staff, Jan. 1997-Oct. 1998**

Served customers with custom cut deli meats/cheeses, salads. Worked in the Café preparing rotisserie chicken, panini sandwiches, pizza, etc. Cashier, merchandising as needed.

**Cathy VanderLaan, Deli Manager (Retired)**  
**D & W Fresh Market**  
**6425 28<sup>th</sup> St. SE, Grand Rapids, MI 49546**  
**616.949.5190**

**Election Precinct Inspector/Chairperson 1992-present**

Worked as election inspector for nearly every election since 1992-have chaired precinct for approximately 4-5 years.

**Cascade Township**  
**616.949.1508**

**Discovery Toys Educ. Consultant/Manager, Aug. 1990-Aug. 1996**

Direct sales of educational developmental toys for children, aged birth to eight years.

Attended training seminars for management of my downline of 8 consultants

**Kathy Casey, Sales Director**  
**491 Johnson St., Caledonia, MI 49316**  
**616.891.0111**

**Private Piano Teacher, 1989-1994 and 2011-2015**

Teach piano students standard piano repertoire and music theory

**Free-lance Pianist, 1983-present**

Play professionally for weddings and private or corporate parties; Christmas parties

**Executive Secretary, Dec. 1980-July 1988**

Managed office of Senior Pastor for a church of 1200, including his personal counseling schedule and travel arrangements for speaking engagements

Organized and directed major events and programs pertaining to entire constituency, organized meetings, seminars and training for staff

Produced all weekly, monthly and annual reports, financial, bond sales and building program records for board members and congregation

Edited personal correspondence and publications for public distribution

Managed schedules and produced all printed materials for Visitation Pastor and Staff Psychiatrist

**Dr. John White, Jr., Senior Pastor (Deceased)**  
**Calvary Baptist Church**  
**1200 28<sup>th</sup> St. SE, Grand Rapids, MI 49508**  
**616.243.3674**

**Church Pianist, Dec. 1977-Dec. 1999**

Accompany praise team for worship services, accompany congregational singing including weekly rehearsals; special seasonal cantatas. Prepare 1 to

2 solos each week for offertory performance or play improv selections  
**James Emery, Music Director (Retired)**  
**Calvary Baptist Church**  
**1200 28<sup>th</sup> St. SE, Grand Rapids, MI 49508**  
**616.243.3674**

Expertise in administrative organization, including detailed recordkeeping and day-to-day schedules, computer proficient  
Organize and prepare data, information and reports, delegate when necessary  
Adept at composing and editing correspondence, strong grammar skills  
Balance short- and long-term perspective  
Flexible, adept at handling several situations simultaneously  
Interact effectively with a variety of people: sensitive to others, loyal, empathetic and maintain confidentiality

**REFERENCES**

Charlie Vonk	Grand Rapids, Michigan	616.493.8750
Lauria Majchrzak	Grand Rapids, Michigan	616.957.9117
David Martin	Grand Rapids, Michigan	616.682.5289



Resume of  
Karen Kania  
1975 Watermark SE  
Grand Rapids, MI 49546

Education

B.A. in English and Education from Aquinas College. 1971

M.A. in English from the University of Michigan, 1979

J.D. from Cooley Law School. 1987

Professional History

Teacher of high school English from 1971 to 1978 in Saginaw and here in Grand Rapids at Marywood Academy and Catholic Central.

Human Resources work at Amway and ADAC Plastics. Most of my work was done with ADAC, a supplier of plastic products to the automotive industry. When I began working there in 1989, I was the first Human Resources manager and reported to the owner of the company. We had about 100 employees. The company grew to employ 1,500 employees and had manufacturing locations in Muskegon, Grand Rapids and Saranac. In the course of my work there, I was promoted to Director of Human Resources, reported to either the President of the Company or one of the Executive Vice-Presidents and was a member of the management team. My responsibilities included employment, training, safety, communications, benefits and compensation. I supervised a team of twenty.

During my years in Human Resources work, I was also an adjunct teacher of English and Business Law at Aquinas College.

When I retired from ADAC, I returned to the field of education. I worked at Holy Name of Jesus in Wyoming, Michigan (now San Juan Diego Academy) as a teacher aide for 7 years. My responsibilities changed every year and in time, I worked in all grades but 6th. I was also in charge of their annual fundraiser taking it from \$12,000 to \$60,000. This accomplishment I say with pride since I had no idea of how to even begin this endeavor.

I am now retired doing volunteer work at St. John's Home in the on-site classroom two afternoons a week.

References:

Ken Hungerford, former boss and President of ADAC Plastics

Jay Fisher, former president of the school board at San Juan Diego Academy

Susan English, faculty member of Aquinas College

**CLEM H. BELL**  
6470 Ridgemont Dr SE  
Grand Rapids, MI 49546  
Tel: 616-284-0159 Cell: 616-514-8940  
Email: [gradsku4me@aol.com](mailto:gradsku4me@aol.com)

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## **OBJECTIVE**

**Cascade Township Clerk**

## **WORK HISTORY**

*Nov 2010*     **Fire Fighter / MFR (Paid-On-Call)**  
*to*             Cascade Fire Department  
*Present*       Grand Rapids, MI 49546

Stand 24 hour shifts as a Firefighter and Medical First Responder responding to all calls across FireEast dispatch. Calls include but are not limited to Medical, Fire, Rescue, Traffic Accidents, and Staging. Present qualifications include the following:

- Michigan Fire Fighter I & II Academy.
- Hazardous Material Technician.
- Emergency Drivers Course.
- Medical First Responder.

*Apr 2005*     **President / Owner**  
*to*             Watermark Home LLC  
*Oct 2010*     Grand Rapids, MI 49546

Generate, produce, and warranty new custom homes focused on "High End" residential projects at production building pricing.

- Completed homes on-time and error free.
- Communicated extremely well with Customers.
- Zero defect homes 100% of the time.

*Jul 2003*     **Construction Manager**  
*to*             Granger Homes  
*Apr 2005*     Wyoming, MI 49519

Responsibilities included procurement, engineering, estimating, construction, and warranty for multi-family construction in varied cities of SW and Central Michigan.

- Developed property from raw land.
- Directed architect into producing value engineered multi-family housing.

*Jan 2001*      **National Accounts Manager**  
*to*              **Workstage LLC**  
*Jul 2003*      **Grand Rapids, MI 49512**

Responsibilities included developing and guiding the implementation of the national account specific business plan; achieving account profitability and targets at superior margins; serving as the primary account contact while providing account leadership to all Project Managers and subordinates.

- Completed the buyout of National Accounts in an accelerated work environment on-time on the largest Detroit Public School public bid opening in the cities history.
- Completed the buyout on numerous "Call Centers" (raised floor) in Kansas, Minnesota, Texas, Virginia, New Mexico, California, and Michigan.

*Dec 1996*      **Purchasing and Estimating Manager**  
*To*                **Centex Homes**  
*Jan 2001*      **Chesapeake, VA 23322**

Responsibilities included but were not limited to finding and implementing the best solutions on behalf of the company for value engineering, estimating, and purchasing the materials and labor for production homes. Ultimately, the solutions implemented usually carried a face value that is always justified in terms of dollars and customer satisfaction. The company's mission was "to build quality homes and neighborhoods that exceed the expectations that we have established with our customers" and to be profitable doing it. The purchasing manager dictated the quality, efficiency and profitability of each division.

- Managed two (2) divisions in Richmond and Hampton Roads, Va. which amounted to approximately 580 homes annually.
- Continuously brought construction costs down annually through balanced value engineering and purchasing.
- Utilized measurable cost driving forward pricing formulas to ensure lower costs.
- Measured and charted progress on a quarterly and annual basis.

*Feb 1993*      **Construction Manager**  
*to*              Chesapeake Homes  
*Dec 1996*      Chesapeake, VA 23322

Created and executed project work plans and revised as appropriate to meet the necessary resources needed for meeting completion dates and assigned individual responsibilities accordingly. I managed the day-to-day operational aspects of the construction projects along with scope of work. I effectively applied the company's core methodology and enforced project standards.

- Minimized the company's exposure and risk on each project.
- Ensured project documents were complete, current, and stored appropriately.
- Prepared reviews and quality assurance procedures.

*Mar 1984*      **Builder First Class and Security Specialist with TS1 Clearance**  
*to*              United States Navy (Seabees)  
*Feb 1993*      Mississippi, Florida, Virginia, Texas, Italy, and Saudi Arabia (Along with many short term temporary assigned duty stations).

I performed duties that commenced at hands on, evolved through supervisory and management roles throughout residential and commercial construction.

## **EDUCATION**

*Jan 1997*      Troy University  
*to*              Troy, AL 36082  
*Mar 2000*      Masters Science in Human Resource Management  
                    • GPA 3.5 on 4.0 scale

*Nov 1991*      Saint Leo University  
*to*              Saint Leo, FL 33674  
*Nov 1995*      Bachelors of Arts in Business Administration with a Specialization in Accounting  
                    • GPA 3.28 on 4.0 scale

## **SOFTWARE SYSTEM SKILLS**

Proficient in Microsoft Word, Excel, Outlook, and Power Point

## **LANGUAGE SKILLS**

Proficient in English and Italian