

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

Wednesday, September 28, 2016

7:00 P.M.

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

**Expected Meeting Procedures**

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

**Article 1. Call to Order, Roll Call**

**Article 2. Pledge of Allegiance to the Flag**

**Article 3. Approval of Agenda**

**Article 4. Presentations/Public Comments (limit comments to 3 minutes)**

**Article 5. Approval of Consent Agenda**

- a. Receive and File Various Meeting Minutes
  1. Regular Township Board Minutes for 09/14/16.
  2. Planning Commission Minutes for 8/15/16 and 9/12/16.
  3. Zoning Board of Appeals Minutes for 8/9/16.
  4. DDA Meeting Minutes for 8/16/16.
- b. Receive and File Reports
  1. Fire Department Monthly Report for August, 2016.
- c. Education Requests
  1. Lt. Todd Stevenson – Michigan Fire Service Instructors Association Conference – Oct. 27-30, 2016 – Traverse City, MI
- d. File and Receive Communications
  1. Letter from Right Place – re: Thank you.

**Article 6. Financial Actions**

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

**Article 7. Unfinished Business**

- 068-2016 Consider Approval of Resolution to Adopt the Levy for the 2016 Millage Rates. (roll call)**

**Article 8. New Business**

- 074-2016 Consider Adoption of the Cascade Community Gathering Place Plan.**

- 075-2016 Consider Approval of Resolution for Filing the Special Assessment Roll; Setting a Date for a Public Hearing on the Special Assessment Roll and Directing that a Notice of Public**

**Hearing be Given for the Thornapple River Dr. Special  
Assessment District Roll. (roll call)**

- 076-2016 Consider Request from KDL to Hold Beer Related Event in Winter 2017.**
- 077-2016 Consider Approval of Contract with Aquatic Consulting Services for Gypsy Moth Population Survey.**
- 078-2016 Consider Approval of Interurban Transit Partnership Transportation Contract.**
- 079-2016 Consider to Award the Bid for the Thornapple Hills Drain Rehabilitation Project.**
- 080-2016 Consider to Award the Bid for General Council and Prosecution Legal Services.**

- Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**
- Article 10. Manager Comments**
- Article 11. Board Member Comments**
- Article 12. Adjournment**

**MINUTES OF THE  
CASCADE CHARTER TOWNSHIP  
REGULAR BOARD MEETING**  
Wednesday, September 14, 2016  
7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order at 7:00 p.m.  
Present: Supervisor Beahan, Trustee Koessel, Goldberg, McDonald, Lewis,  
Treasurer Peirce and Clerk Bell.  
Absent: None  
Also Present: Manager Swayze, DDA/ED Director Korhorn and those listed on  
Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance to the Flag.
- Article 3.** Motion was made by Trustee Lewis and supported by Trustee McDonald to  
approve the Agenda as presented. Motion carried unanimously.
- Article 4.** **Presentations/Public Comments (limit comments to 3 minutes)**  
Tim Tornga, 5691 Watermark Ct., addressing the Board with the issue brought at  
last month's meeting regarding raising chickens. He is opposed to this zoning  
change.
- Article 5.** **Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes
    - 1. Regular Township Board Minutes for 08/24/16.
  - b. Receive and File Reports
    - 1. Building Department Monthly Report for August, 2016.
    - 2. Treasurer's Department Monthly Report for July, 2016.
  - c. Education Requests
    - 1. Sandra Korhorn – Michigan Downtown Association State  
Conference – Traverse City, MI – October 13-14, 2016.
    - 2. Brian Wilson – Code Officials Conference of Michigan –  
Frankenmuth, MI – September 27-30, 2016.
    - 5. Mildred Pinder – MERS Annual Conference – Traverse City –  
September 28-29, 2016.
- Motion was made by Trustee Goldberg and supported by Trustee Koessel to  
approve the Consent Agenda as presented. Motion carried unanimously.
- Article 6.** **Financial Actions**
- a. **Consider Approval of August, 2016 Payables, Payroll and Transfers.**  
Motion was made by Trustee McDonald and supported by Trustee  
Goldberg to approve the August, 2016 Payables, Payroll and Transfers.  
Motion carried unanimously
- Article 7.** **Unfinished Business**
- Article 8.** **New Business**
- 070-2016 Consider Approval of MERS 2016 Officer and Employee  
Delegates to the Conference.**  
Motion was made by Trustee Goldberg and supported by Clerk  
Bell to approve the MERS 2016 Officer and Employee  
Delegates to the Conference. Motion carried unanimously.

- 071-2016**      **a. Public Hearing – A Request for Approval of Preliminary Plans and Preparation of Proposed Sewer Improvement on Thornapple River Dr.**  
 DDA/ED Director Korhorn reviewed the special assessment process for the proposed sewer improvement.  
 Motion was made by Trustee Koessel and supported by Trustee Lewis to open the public hearing. Motion carried unanimously.  
 Motion was made by Trustee Goldberg and supported by Trustee McDonald to reconvene into regular session. Motion carried unanimously.
- b. Consider Approval of Resolution Approving Preliminary Plans and Preparation of a Special Assessment Roll for Proposed Sewer Improvement on Thornapple River Dr.**  
 Motion was made by Trustee Goldberg and supported by Trustee Koessel to approve the Resolution approving Preliminary Plans and Preparation of a Special Assessment Roll for Proposed Sewer Improvement on Thornapple River Dr. Motion carried unanimously by roll call vote.

- 072-2016**      **Consider Resolution for Permits to work in the Michigan Department of Transportation (MDOT) Right-of-Way.**  
 DDA/ED Director Korhorn reviewed the resolution. Motion was made by Trustee Koessel and supported by Trustee Lewis to approve the Resolution for Permits to work in the Michigan Department of Transportation (MDOT) Right-of-Way. Motion carried unanimously by roll call vote.

- 073-2016**      **Consider Resolution for “Prisoner of War/Missing in Action Recognition Day”.**  
 Motion was made by Clerk Bell and supported by Trustee McDonald to approve the Resolution for “Prisoner of War/Missing in Action Recognition Day”. Motion carried unanimously.

**Article 9. Public Comments on any other matters. (limit comments to 3 minutes)**  
 Jeff Dionne, 2984 Thornapple River Dr., thanking the Board for their approval of the Thornapple River Water & Sewer improvements. Also thanked for the traffic control on Thornapple River Dr. from last month’s meeting. . .still needs attention relative to the speed. Have concerns regarding an abandoned house at 2985 Thornapple River Dr.  
 Ken Clapp, 6800 Tricklewood Ct., would love to tear down the house at 2985 Thornapple River Dr., but there is no sewer.

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

- Infrastructure Committee did meet last week and discussed the possibility of asking the Planning Commission to revisit the “chicken” ordinance. At this point they have decided not to ask the Planning Commission to revisit that ordinance.
- Project Updates:  
 -Our RFP is out for the Thornapple Hills Drain Project  
 -Schoolhouse Creek Project – we did get our letter back from the MDEQ. They looked favorably on the project.

**Article 11. Board Member Comments**

Trustee Koessel offered the following comments:

- It's been a couple of meetings ago that we had Tim Haagsma here...regarding Thornapple River Dr./Cascade Rd. intersection. I am not opposed to safety but I am getting concerned with people "cutting" thru on Hurley to Orange St. Need to have Tim come back to us with an alternative solution with the intersection.

Trustee Lewis offered the following comments:

- Proud to see the new Cascade Township sign at the hotel.

Treasurer Peirce offered the following comments:

- Today was the last day to pay taxes on time.
- The stretch between Hall and Burton St. is beautiful.

**Article 12. Adjournment**

Motion was made by Treasurer Peirce and supported by Clerk Bell to adjourn. Motion carried unanimously.

Meeting adjourned at 7:38 p.m.

Respectfully submitted,

Denise M. Biegalle  
Deputy Clerk

Approved by:

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Clem Bell, Clerk

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Robert S. Beahan, Supervisor

## MINUTES

Cascade Charter Township  
Planning Commission  
Monday, August 15, 2016  
7:00 P.M.

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

**ARTICLE 2. Pledge of Allegiance.**

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

**Motion was made by Member Mead to approve the Agenda. Supported by Member Lewis. Motion carried 7 to 0.**

**ARTICLE 4. Approve the Minutes of the August 8, 2016 Meeting.**

**Motion was made by Member Rissi to approve the Minutes as presented. Supported by Member Pennington. Motion carried 7 to 0.**

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

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 6. Case #16:3324 Bob Verburg  
Property Address: 6915 Cascade**

**Requested Action:** The Applicant is requesting site plan approval for a 700 sq. ft. addition.

Director Peterson stated that the Applicant wants to construct a new addition on to the building to accommodate additional car storage. This project will also include the removal of the existing 573 sq. ft. shed to the north. Neither project will increase the amount of impervious space since the area is paved now. Because the site is in the B1 zoning district and due to the fact that the addition is valued at over \$60,000, the design requirements of the B1 zone must also be met. The owner has already asked and received three variances to accommodate this addition (a front setback of 16 feet, a mansard roof style, and a combination of wrought iron fencing in front and vinyl coated chain link in the back). The Township Engineer has reviewed the plans and does not require any changes.

Director Peterson recommends approval of the site plan addition with the condition they obtain an SESC from the Kent County Road Commission.

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

Applicant did not come forward with any comments.

**Motion was made by Member Rissi to approve the site plan addition with the condition that they obtain an SESC from the Kent County Road Commission. Motion was supported by Member Lewis. Motion was carried 7 to 0.**

**ARTICLE 7. Case #16-3321 Growney Mixed Use P.U.D. Amendment**

**Property Address: 2899 Thornapple River Drive**

**Requested Action:** The Applicant is requesting a base plan review to rezone property at 2899 Thornapple River from B-1, and add it to the Thornapple Hilltop P.U.D.

Director Peterson stated that Applicant (G Place LLC) is requesting Basic Plan Review in order to construct a new mixed use building. This building would include about 5,000 sq. ft. of retail/restaurant space with 7 residential units.

The building is designed at 35 feet tall, an exception of 5 feet. The B1 zone allows for 30 feet tall for mixed use projects that include residential units. The developer should provide a prospective of the building from Thornapple River Drive, because at a height of 35 feet it would be important to understand how the building would look.

The B1 zoning district allows for up to 9 units per acre, this would come to 8 units per acre. As the current Master Plan designation for this property is Village Commercial, he feels this project is a reflection of the current B1 zoning district. This project includes a path to the north connecting to the residential uses in the Thornapple Hilltop PUD. It also shows a sidewalk along Thornapple River Drive. This sidewalk would ultimately provide a connection to Cascade Road. This pedestrian connection would be consistent with the Master Plan.

The storm water design for the site will need to meet Cascade's storm water ordinance. The developer has also been working on plans to address sewer and water to accommodate the project. These will all need to be approved prior to scheduling the Planning Commission public hearing.

Director Peterson feel that before proceeding to the Preliminary Development Plan Review (Public Hearing), he recommends that the following issues be addressed:

1. The Applicant provide the required site plan information;
2. Provide elevation drawings of all proposed buildings;
3. Revise the site plan to include the necessary storm water information;
4. Revise the plans to provide the required sewer and water system as approved by the Township Engineer;
5. Provide a sidewalk along the Thornapple River Drive frontage that is at least 7 feet wide; and
6. Supply the township with building prospective drawings from Thornapple River Drive.

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

Jack Barr of Nederveld came forward to clarify a couple of issues regarding the storm water and a gap between the condo project to the north and this project. Both which have been addressed.

Ken Dixon of Dixon Architecture came forward to discuss the building itself. The street facing façade, aesthetics, café and outdoor seating, the residential (rental) units, retail area and the reasoning behind the height of 35 feet.

A brief discussion commenced mostly with regard to issues of setback, parking, type of residential units, slope, retaining wall issues, and elevation drawings.

**No action was required at this time.**

**ARTICLE 8. Case #16:3318 Wolverine Building Group**

**Property Address: 5505 52<sup>nd</sup> Street**

**Requested Action:** The Applicant is requesting site plan approval for a 30,000 sq. ft. warehouse addition.

Director Peterson stated that the Applicant is requesting site plan approval in order to construct a 30,000 sq. ft. addition to the building. The building conforms to the setback, building height and parking regulations of the Meadowbrooke PUD zoning district. No new access is being created to serve the site, no new landscaping is needed and the only lighting plan they propose complies with the township regulations. The Township Fire Department has reviewed and approved the plan and the Gerald R. Ford Airport has been made aware of the project and has indicated only the need for construction permits. The Meadowbrooke Review Board has reviewed and approved the project. Also, the Applicant will need to obtain a SESC permit from the Kent County Road Commission prior to grading. With that said, the site plan does not meet the Cascade Township storm water ordinance.

The original building was approved in 2002 and is part of the larger Grooters development. During that process the developer placed the areas outside the building and parking area in a conservation easement. While this is generally a good practice, one of the results of this is that the storm sewer system that was originally designed and approved by the engineer has not been maintained and no longer functions as originally designed. As a result, the neighbor to the west has experienced some storm water problems coming from this site. The Applicant has a couple of options. Modification of the conservation easement, redesign the storm sewer system problem, or possibly the modification of the wetland pond along 52<sup>nd</sup>. The MDEQ inspected the site on August 10, 2016 and indicated the items that needed to be addressed.

After discussions with the Cascade Township attorney regarding this project, it was decided that the site plan should not be approved without the existing problem being corrected. As a matter of fact, even if the Applicant were to decline to do the project, the township would need to pursue the owner fixing the site to the satisfaction of the township engineer.

Director Peterson recommends that the Planning Commission deny or table the case until the site plan can be addressed to the satisfaction of the Township Engineer and MDEQ. Chairman Waalkes asked the Applicant to come forward with any comments.

Mr. Mike Kelly of Wolverine Building Group came forward to give comments with regard to the storm water issues. The conservation easement is regulated by the State. Cascade Township is asking them to maintain the storm water system and the MDEQ is telling them emphatically that they cannot go into the conservation easement to maintain it without going through a lengthy process. The runoff from the new building will run into two ponds that were created to handle a 60,000 sq. ft. building addition. The conservation easement has nothing to do with this project. He stated the owner may feel the need to leave Cascade if this project cannot be approved.

Member Sperla inquired if they could get permission from the MDEQ to maintain the system. Mr. Kelly stated that they didn't realize this was an issue until the planning staff informed him during this process. He feels water from the northeast development and the L3 neighbors are every bit guilty of contributing to the problem as anyone.

Mr. Justin Longstreth of Moore & Bruggink then came forward and gave a historical overview of the property layout from 2003 regarding the storm sewer system draining into the conversation easement. This issue is a neighborhood issue, not one owner's issue.

Discussion followed about the storm water issue, specifically that the storm water ponds do drain into the conservation easement, possible modification of the conservation agreement, and if there is a way around the issue without dealing with the MDEQ. Consensus from the Planning Commission was that the applicant has not explored alternatives to address the issues.

Member Meade asked if there was ever any communication, since the 2004 conservation easement, by the MDEQ to the owner that the criteria was not met. Mr. Longstreth did state during conversation that the process to try to amend the conservation agreement could take up to 18 months and then it has to go to Lansing. It is pretty tough to get Lansing to make changes to and/or disturb a functioning wetland. So after months of waiting, there would be no guarantee Lansing would approve the amendment.

Mr. Scott Steiner from Rhoades McKee came forward on behalf of neighbor L3 stating L3 is directly impacted by this decision. L3 feels there are ways to do this and asks that the issue be tabled so that all options can be explored.

**Motion was made by Member Sperla to table the matter to allow the applicant time to develop a plan to address the storm water and wetland issues with the site to the satisfaction of the Township and MDEQ. Motion was supported by Member Rissi. Motion carried 7 to 0.**

**ARTICLE 9. Any other business.**

There was no other business.

**ARTICLE 10. Adjournment.**

**Motion was made by Member Lewis to adjourn. Supported by Member Katsma.  
Motion carried 7 to 0. The meeting was adjourned at 8:10 p.m.**

Respectfully submitted,  
Scott Rissi, Secretary

## MINUTES

Cascade Charter Township  
Planning Commission  
Monday, September 12, 2016  
7:00 P.M.

**ARTICLE 1.** Chairman Waalkes called the meeting to order at 7:00 P.M.  
Members Present: Katsma, Lewis, Mead, Pennington, Rissi, Robinson, Sperla and Williams  
Members Absent: None  
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

**ARTICLE 2. Pledge of Allegiance.**

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

**Motion was made by Member Lewis to approve the Agenda. Supported by Member Rissi. Motion carried 9 to 0.**

**ARTICLE 4. Approve the Minutes of the August 15, 2016 Meeting.**

**Motion was made by Member Robinson to approve the Minutes as presented. Supported by Member Rissi. Motion carried 9 to 0.**

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

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 6. Case #16:3305 Cascade Hospitality**

**Public Hearing**

**Property Address: 5405 28<sup>th</sup> Street Ct.**

**Requested Action:** The Applicant is requesting to amend the Spruce Meadows P.U.D. to allow a new hotel.

Director Peterson stated that the Applicant is requesting Preliminary Plan Review in order to construct a new hotel.

The site was originally approved for a hotel, however, only the foundation was built. That foundation must now be removed and the new hotel does not fit in the exact footprint so they are asking for a few changes to the P.U.D. Ordinance in order to fit the new hotel.

The changes they are requesting to the P.U.D. are (1) building height of 40 feet and 4 stories (up from 35 feet or 3 stories), (2) number of rooms – 114 (up from 110), (3) rear setback of 51 feet (58 feet originally), (4) side bufferyard of 10 feet (originally 20 feet), and (5) front bufferyard of 15 feet (originally 20 feet).

Given the number of exceptions to the PUD, staff felt it was more appropriate to proceed with the P.U.D. amendment process rather than seeking variances.

The Master Plan designation for this property is General commercial but is bounded on the south and west by highway Commercial. The General commercial designation is our typical 28<sup>th</sup> Street commercial and the Highway commercial is more reflective of the Expressway service zoning district. Other than the additional 5 feet of building height which would be allowed in the ES zone) the project is in line with the general commercial designation. The fact that the Highway commercial designation is adjacent to the property and residential use to the north is no longer a possibility, the blending of the two master plan designations would seem appropriate.

Director Peterson feels no traffic study is warranted. Traffic would be dispersed through the existing access to Kraft and 28<sup>th</sup> Street. The Township Board has already asked the KCRC to address the paving issues on Kraft Ave. and the KCRC is already planning on improvements to the Kraft and 28<sup>th</sup> St. intersection. The KCRC has also indicated that they will be looking into possible improvements to the Spaulding and Burton intersection. Current traffic counts for these roads show that they are under their capacity.

The Township engineer has reviewed and approved the plan.

Director Peterson touched on the standard requirements for a P.U.D. and noted this project is in line with those requirements.

Director Peterson recommended approval of the plan. Once approved, the P.U.D. ordinance amendments will be put together for the Planning Commission's review so a recommendation can be made to the Township Board.

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

Mr. Andre of Bud Design, architect and engineer of this project, came forward and gave a synopsis of the project.

A short discussion followed mostly concerning rates and timeline of construction.

Motion was made to open the public hearing by Member Mead and supported by Member Robinson. Motion to open was carried 9 to 0.

No one came forward.

Motion was made to close the public hearing by Member Rissi and supported by Member Sperla. Motion to close was carried 9 to 0.

**Motion was made by Member Sperla to approve the preliminary plan to amend the P.U.D. Motion was supported by Member Mead. Motion was carried 9 to 0.**

**ARTICLE 7. Any other business.**

Member Lewis distributed a copy of the ordinance concerning farm animals. He wanted the Planning Commission to be aware that the issue of chickens was brought before the Township Board and in case any questions were posed to members of the Planning Commission, they had the ordinance on hand.

Member Sperla commented that he thought the Planning Commission did a good job of evaluating this ordinance a couple of years ago when we determined there was no need for changes.

The next meeting will be held September 19, 2016. Member Sperla will chair this meeting in Chairman Waalkes' absence.

**ARTICLE 8. Adjournment.**

**Motion was made by Member Mead to adjourn. Supported by Member Rissi. Motion carried 9 to 0. The meeting was adjourned at 7:20 p.m.**

Respectfully submitted,  
Scott Rissi, Secretary

## MINUTES

Cascade Charter Township  
Zoning Board of Appeals  
Tuesday, August 9, 2016  
7:00 P.M.

**ARTICLE 1.** Chairman Berra called the meeting to order at 7:00 P.M.  
Members Present: Berra, Casey, McDonald, Pennington  
Members Absent: Milliken (Excused)  
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.

**ARTICLE 2. Chairman Berra led the Pledge of Allegiance to the flag.**

**ARTICLE 3. Approve the Agenda.**

**Motion was made by Member Pennington to approve the Agenda. Support by Member McDonald. Motion carried 5 to 0.**

**ARTICLE 4. Approve the Minutes of the June 14, 2016 Meeting.**

**Motion was made by Member Casey to approve the Minutes as presented. Support by Member McDonald. Motion carried 5 to 0.**

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

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 6. Case #16:3319 Bob Verburg**

**Public Hearing**

**Property Address: 6915 Cascade Road**

**Requested Action: The applicant is requesting approval from the Zoning Board of Appeals to construct a new service bay that does not comply with the front setbacks, style of roof and use of chain link fence.**

Director Peterson stated the Applicant is requesting to construct a new addition on to the building to be used for additional storage. As part of the project, Mr. Verburg will take down a small building that is just north of the shop. There are three variances Mr. Verburg is seeking:

1. Front Setback. Applicant is requesting 16 feet. The zoning requirements allow for 20 feet minimum and 30 feet maximum. The building is setback from Cascade Road ROW at 16 feet. They would simply like to maintain the existing setbacks.
2. Roof Style. Applicant is requesting a Mansard style roof. Under the zoning requirement this type of roof would be considered inappropriate. The ordinance, however, is vague on this topic. The Applicant is requesting this type of roof only to match what is currently existing.

3. Chain Link Fence. The Applicant is requesting to continue the use of chain link fencing surrounding the property. The zoning requirement prohibits chain link fencing. In order to come into compliance, they would either have to remove the current chain link fence or choose another material, such as wood, vinyl, wrought iron, etc.

Director Peterson recommendation was that the Board grant the variances for the front setback and the mansard style roof. However, he recommended denial of the variance for the chain link fence.

**Member McDonald made a Motion to open the Public Hearing. Supported by Member Casey. Motion carried 4 to 0.**

Chairman Berra asked if anyone would like to come forward to speak on this issue.

Mr. Verburg and Mr. Troy Wolfiss of Wolfiss Construction came forward to put forth their reasoning to keep the chain link fencing around the property. They feel a chain link fence would be mainly for security purposes. To protect the cars they work on and would allow for more visibility for law enforcement. They would like to put up black vinyl link fencing. This fencing is less visible, nicer looking and still gives visibility for law enforcement.

Discussion followed between the Applicant and the Board mostly concerning the chain link fence. What would be best for aesthetic and security purposes.

**Member Berra made a Motion to close the Public Hearing. Supported by Member Pennington. Motion carried 4 to 0.**

**Member McDonald made a Motion to approve the variances for the front setback and the mansard style roof, but to deny the variance to keep all of the chain link fence. However, to approve the allowance of a vinyl coated chain link fence in the back because it is not highly visible at that location but require a wrought iron along Cascade Rd.**

**Supported by Member Casey.**

**Motion was carried as stated 4 to 0.**

**ARTICLE 7. Any other business**

There was no other business.

**ARTICLE 8. Adjournment**

**Motion was made by Member Casey to adjourn. Support by Member McDonald. Motion carried 4 to 0. The meeting was adjourned at 7:25 p.m.**

Respectfully submitted,  
Tom McDonald, Secretary

MINUTES  
Cascade Charter Township  
Downtown Development Authority Board of Directors  
Tuesday, August 16, 2016  
5:30 P.M.  
Cascade Library – Wisner Center

**ARTICLE 1.** Member Puplava called the meeting to order at 5:30 P.M.  
Members Present: Puplava, Ridings, Siegle, Stephan, Kingsland  
Members Absent: Beahan, Huhn, Rowland, Smith  
Others Present: DDA Director Sandra Korhorn, and those listed on the sign in sheet.

**ARTICLE 2. Approve the current Agenda.**

**Motion was made by Member Ridings to approve the Agenda. Supported by Member Stephan. Motion carried 5 to 0.**

**ARTICLE 3. Approve the Minutes of the July 19, 2016 Meeting.**

**Motion was made by Member Siegle to approve the Minutes as presented. Support by Member Ridings. Motion carried 5 to 0.**

**ARTICLE 4. Acknowledge visitors and those wishing to speak to non-agenda items.**

No visitors who were present wished to speak about non-agenda items.

**ARTICLE 5. Discuss Banners in Centennial Park.**

Director Korhorn stated that at the July 19, 2016 meeting it was discussed using banners in Centennial Park to advertise park businesses and to use for wayfinding. The DDA was concerned about that idea since it may set a precedent and that is an opportunity that is not available to other Township business. After the July DDA meeting, she attended the Centennial Park Business Association meeting where they discussed the use of banners in Centennial Park for advertising within the park. They would like to use the banners to market the park, as well as potential use for wayfinding.

As a result of the association meeting, Director Korhorn presented the DDA with preliminary drawings of the banners discussed and is posing two questions to the DDA: (1) are there any designs that the DDA is not interested in, and (2) would the DDA be interested in helping to purchase the banners.

Mr. Kasmauskis, a representative of the Centennial Park Business Association, came forward to speak briefly about the park businesses.

Mr. Larry Fleis then came forward to speak about the association, property owners, tenancy and marketing of the park, the banners themselves, as well as the cost of the banners. They are not requesting the DDA approve company names on the banners, just approval for advertising the park itself. He is looking for feedback from the DDA on the

designs of the banners. The Association is looking to the tenants for some of the cost, but will need help with the rest of the cost of the banners (banners would last approximately 2 years and there would be about 30 banners at approximately \$8,000 - \$9,000).

Discussion followed.

The Board agreed the banners were a good idea, but suggested that a proposal be put together to present at maybe the next meeting more specially the design of the banners, life expectancy of the banners, what the tenants would commit, and what the DDA could realistically commit to financially.

**ARTICLE 6. Discuss Holiday Decorations – Village and Tassell Park**

Director Korhorn stated that there had been discussion for some time about putting up holiday lighting in Tassell Park. She met with Pat Cornelisse to kick around ideas for Tassell Park. A budget of \$5,000 has been allocated for this purpose. A couple of ideas were to use the existing stars/snowflakes currently used on the street lights in the Village and putting them in clusters in the trees at Tassell Park instead. There were issues last year with the condition of the snowflakes. They needed to be restrung, painted, and lights replaced. They do not hold up and are difficult to maintain. Director Korhorn talked about outlining structures at the park similar to the museum garden, outline the pavilion and the smaller gazebo. Electrical would need to be installed to accommodate the project. Buist Electric has given an estimate of \$1,100 for the three buildings in question. To do the silver maple, approximately \$2,400. Most of the \$5,000 would be used for Tassell Park. With that said, the snowflakes won't be in the Village if moved to the park. The question would then be what to do in the Village, possibly garlands wrapped with lights, or wreaths.

Discussion followed. The budget was talked about, the most efficient way to use the money, both the Village and Tassell Park or just Tassell Park. It was suggested that the Parks Committee be brought in to see if they could possibly contribute.

It was left that Director Korhorn would meet with the parks committee and also explore the cost that went into outlining the museum garden so the DDA could have some idea what it would cost to outline the three buildings in Tassell Park.

**ARTICLE 7. Any other business.**

**a. Reminder – Metro Cruise Warmup – August 25 and 26, 5-9 pm.**

As a side note: It was suggested that the DDA come up with a logo of its own to let the people of Cascade know that their DDA sponsors events. Currently, there is just the Cascade Township logo.

**b. Update on Planning Activities.**

**ARTICLE 8. Adjournment.**

**Motion was made by Member Siegle to adjourn. Supported by Member Kingsland.  
Motion carried 5 to 0. The meeting was adjourned at 6:45 p.m.**

Respectfully submitted,  
Diana Kingsland, Secretary



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

***Site Plan Review:***

We had the following site plan reviews:

- Cascade Trails-
- Towneplace Suites – 28<sup>th</sup> Street Court
- 2899 Thornapple River Drive
- 6010 28<sup>th</sup> Street

***Public Relations:***

We participated in six (6) public relation programs this month:

- Safety talk and tour at 6690 Old 28<sup>th</sup> Street – Tutor Time
- Block party on Bloomington Hills
- Touch a truck at the Library
- Block party on Patterson
- Metro Cruise Starting Line
- Kenrob neighborhood gathering

***Meeting attendance:***

- Metro Cruise meeting
- 800 MHz Radio meeting
- KCEMS Advisory Committee meeting
- KCEMS Agency meeting
- KCEMS Board meeting
- July 4<sup>th</sup> wrap up meeting
- KCEMS Quality Improvement meeting
- MABAS meeting
- Department head meeting

***On Site Program:***

We performed no on-sites this month:

***Fires and Fire Investigations:***

We had four (4) reported fires or fire investigations this month:

- Responded to a semi-truck fire on 96. Tractor of semi fully involved. Alto assisted with this fire.
- Possible fire in hotel on 28<sup>th</sup> Street. Was an electrical short in washing machine. Ada assisted us on this call.
- Assisted Caledonia on a building fire. Heavy fire inside the building.
- Vehicle fire on 28<sup>th</sup> Street. Was smoldering insulation on the engine.

**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
- Shift Training
- Equipment Maintenance
- Public Relations
- CPR class
- Cutting grass at Township Offices, Station 1 and Station 2

**Training:**

This month's training covered the following topics.

- Department training:
  - Training at a house on Cascade Road. This covered: Incident command, accountability, pumps, water supply, search and rescue, hose lines, medical training,
  - Emergency driving presentation from 2 the rescue. This was a joint training with Ada Fire.
  - Tri Com Haz Mat team training

**Types of Alarms:**

➤ Fire Alarms	17
➤ Automatic Aid	2
➤ Aircraft Alerts	0
➤ Bomb Threat	0
➤ CO Alarm	2
➤ Dumpster Fire	1
➤ Check Welfare	0
➤ Controlled Burn	0
➤ Service Calls	5
➤ Fires	2
➤ Fuel Leak	1
➤ Grass Fire	4
➤ Hazardous Incident	0
➤ Illegal Burn	2
➤ Lock Out	3
➤ Lift Assist	4
➤ Lightning Strike (no fire)	0
➤ Med 1	57
➤ Med 2	17
➤ Med 3	30
➤ Medical Alarm	3
➤ Mechanical Failure	0
➤ Mutual Aid	2

➤ Gas Leak	0
➤ Odor of Smoke	2
➤ Personal Injury Accidents	9
➤ Property Damage Accidents	6
➤ Stand By	0
➤ Search	0
➤ Technical Rescue	0
➤ Tree Down	0
➤ Vehicle Fire	7
➤ Wires Down	3
➤ Wash Downs	0
➤ Water Leak	0
<b>TOTAL</b>	<b>179</b>

**Mutual/Automatic Aid responses:**

Ada Fire	Caledonia Fire	Kentwood Fire	Lowell Township	Alto Fire	Airport Fire
AA given on possible house fire.	MA given on water rescue.			MA received on semi-truck fire.	
MA given on fire alarm.	AA received on dumpster fire next to a building.				
MA given on a building fire.	AA given on building fire.				
AA received on possible hotel fire.	MA given on a medical.				

Mutual Aid=MA  
Automatic Aid=AA

**Number of calls by day of week:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	32	31	42	16	26	20

**Average response time for all responses is 4:56.**

**Summary:**

We responded to 179 calls for assistance this month with an average turnout per incident of four (4) personnel. As of August 31, 2016, we responded to 1,323 calls for the year compared to 1,168 as of August 31, 2015. This is an increase of 155 responses from last year. We had 24 calls that overlapped during the month.

  
John C. Sigg  
Fire Chief

# Life EMS Ambulance August 2016 Report

## Cascade Twp

Total Responses: 118

Total Transports: 88

% Transports: 75%

### Suburban Response Interval

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

### Rural Response Interval

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

### Fractile Response Interval

Cascade Twp Suburban Priority 1

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	4	7	15	15	4	4	1	0	0	0	0	0	0	1	51	90%	0:08:20
0	0	1	2	1	1	2	1	0	0	0	0	0	0				

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	1	3	5	1	3	5	1	3	1	1	0	1	0	0	25	96%	0:12:17

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	0	0	1	4	7	6	2	5	1	3	2	2	0	0	33	88%	0:15:00

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	2	1	0	0	0	0	0	0	0	0	0	3	100%	0:11:22

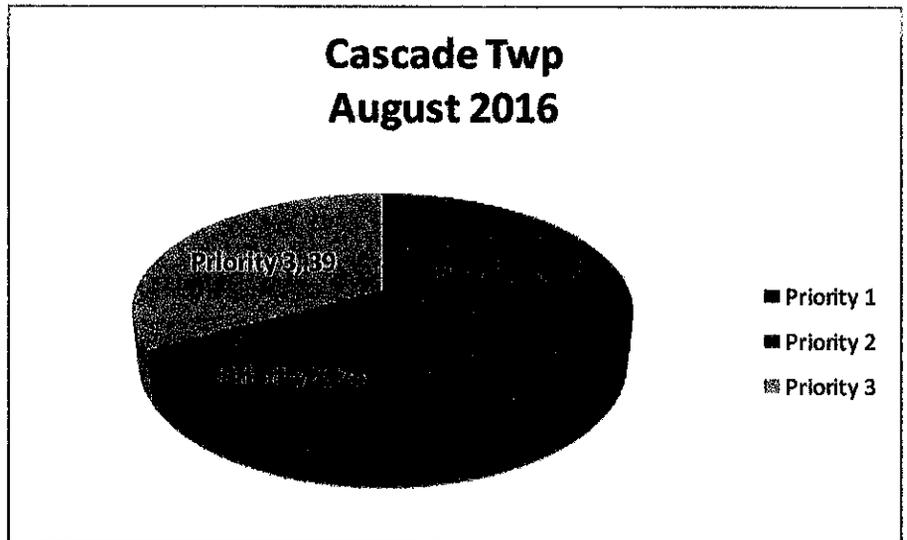
Cascade Twp Rural Priority 2

0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-15 Min	15-16 Min	16-18 Min	18-20 Min	20-22 Min	22-24 Min	>24 Min	Requested Exceptions	TOTAL	Compliant	Average
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0:00:00

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	2	0	0	1	1	0	0	1	0	1	6	83%	0:16:36

Response Priority	Total
Priority 1	54
Priority 2	25
Priority 3	39
<b>Grand Total</b>	<b>118</b>



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FIRE DEPARTMENT MEMORANDUM

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TO: BENJAMIN SWAYZE - TOWNSHIP MANAGER  
FROM: JOHN SIGG - FIRE CHIEF *John*  
SUBJECT: EDUCATION REQUEST FOR LT TODD STEVENSON - MICHIGAN FIRE SERVICE  
INSTRUCTORS ASSOCIATION CONFERENCE  
DATE: SEPTEMBER 21, 2016  
CC: TOWNSHIP BOARD

The annual Michigan Fire Service Instructors Association (MFSIA) conference, October 27th to 30th, is an annual gathering of fire instructors from all over Michigan. This is a great opportunity to meet and learn from some of the state's top instructors. Lt. Todd Stevenson will be able to bring back the skills and knowledge he gains from this conference to share with all the members of the department. Since Lt Stevenson is part of our training staff, this conference will help him in preparing and instructing future department trainings.

Here are some of the classes being offered at this year's MFSIA conference. L.T. Stevenson is trying to attend all four of these classes if not he will attend three of the four.

First Due - Considerations for the Engine Company

Whether you're a firefighter, apparatus operator, or officer on the First Due Engine you have a vital role to play. In this session, we will explore the "bread-and-butter" operations of the First Due Engine Company and how everyone's role supports and builds upon the others. From size-up, to water supply, to hand-line placement we will approach this from both a general and a situational perspective. Both strategic and tactical considerations will be presented in an interactive approach that includes simulations, case studies, group discussions, and table-top exercises. This is a session you won't want to miss.

New Techniques for Responding Safely to Anhydrous Ammonia

This course is designed to teach the latest concepts of non-water methods of emergency response to ammonia releases (tarp and cover, positive pressure fans, when water can be used, how much ammonia can emergency responders receive before switching to a level A hazmat suit), person down/ammonia release/rescue. The time for this training varies. Live releases of ammonia can be involved from farm and industry containers; tabletop exercises can also be involved.

Instructional Techniques

This presentation will focus on an instructor or company officer on how to get the most out of our students / crew. Each person has a certain way that they learn. Our job as instructors is to find that learning style and achieve the highest level of learning. This presentation will focus on using different instructional techniques to your advantage with presenting your topic and not kill your class with "Death by Power Point"

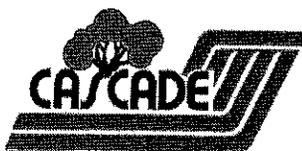
### Integrating Technology in Training

This 2-hour course will give you tips and tricks, utilizing free technology, to enhance your classroom lectures and department training nights. We will discuss adapting instructional styles and incorporating technology to meet the needs of students. By the end of the course, the Instructor will understand the value of integrating technology in to training; describe how the use of technology can enhance classroom learning; and participate in technology-enhanced activities. This course will give you tools to foster and develop critical thinking skills to make your trainings more interesting and effective. Bring your smart phones, tablets, and laptops.

As you can see by the above classes this conference offers a great opportunity to learn new and valuable skills that can be used in both instructing and firefighting.

I recommend the board approves this conference for Lt. Todd Stevenson. We do have monies available in our education line item.

Thank you.



**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: 9-8-16

Location of Seminar/Conference Traverse City MI

Name of Proposed Seminar/Conference: Michigan Fire Service Association  
Conference

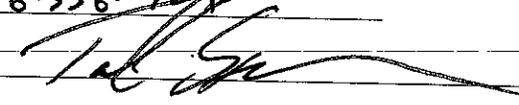
Description of Seminar/Conference: (may also be attached) Please see attached  
Oct. 27<sup>th</sup> thru 30<sup>th</sup>

(over)

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

Cost of the Seminar/Conference: (Registration) \$ 265<sup>00</sup>  
(Lodging) \$ 249<sup>75</sup> (Travel) \$ 306 miles @ .54 = 9/15.<sup>24</sup>

Account #: 206-336-7246

Your Signature: 

Approvals:

Department Head:  Date: 9-20-16

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

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

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

# 68<sup>th</sup> ANNUAL MFSIA CONFERENCE

Rick VanHorn	All Days	Lobby	Registration / Store for MFSIA
Brian Blomstrom	Thursday	Torch	Arson Class
Opening Session	Friday	Dome	Continental Breakfast/Conference Welcome/Fire Marshall Comments
Lunch	Friday	Dome	Awards presented
Meetings	Friday	Dome	FFTC Meeting followed by MFSIA Meeting
Dan Hammerberg/TJ	Friday	Courtyard 1	MFFTC Instructor Orientation
Dan Hammerberg/TJ	Saturday	Courtyard I	MFFTC Instructor Orientation
Dan Hammerberg/TJ	Saturday	Courtyard I	Instructor 1 Train the Trainer
Mark Cleveland	Friday	Courtyard II	Chimney Fire Suppression
Kevin Sehlmeier	Saturday	Courtyard II	LACK TTT
Mark Cleveland	Saturday	Courtyard II	Improving Classroom Lectures Utilizing Effective Facilitation
Greg g Ginebaugh	Friday	Leelanau	Critical Incident Stress awareness
Thea Dornbush	Friday	Leelanau	Integrating Technology in Training
Chip Everett	Saturday	Leelanau	PPV Study by UL Firefighter Safety Research Institute
Gregg Ginebaugh	Saturday	Leelanau	Critical Incident Stress awareness
Thea Dornbush	Saturday	Leelanau	Integrating Technology in Training
Bill Parker	Friday	Torch Room	Instructional Techniques (EMS IC Credits)
Jesse Marcotte	Friday	Torch Room	Today's Fire Science (Tactical Considerations)
Rich Mahaney	Saturday	Torch Room	New Techniques for Responding Safely to Anhydrous Ammonia
Bill Parker	Saturday	Torch Room	Instructional Techniques (EMS IC Credits)
Jesse Marcotte	Saturday	Torch Room	Today's Fire Science (Tactical Considerations)
Jones & Bartlett	Friday	Crystal Room	Presentation
John Brophy	Saturday	Crystal Room	TBA
Jones & Bartlett	Saturday	Crystal Room	Presentation

**\* Executive Room is open for last minute changes or meetings**

**\* Meals in the Dome**

# 68<sup>th</sup> ANNUAL MFSIA CONFERENCE

<u>Vendors</u>	Friday Saturday	8-5	Minerva's or Dome
<u>Lunch</u>	Friday	Noon-1	Dome
<u>FFTC Meeting</u>	Friday	1-3:30PM	Dome
<u>MFSIA Meeting</u>	Friday	After -FFTC	Dome
<u>Lunch</u>	Saturday	Noon-1	Dome
<u>Banquet</u>	Saturday	6 – 9PM	Dome
<u>Dance</u>	Saturday	9-11PM	Dome
<u>Breakfast</u>	Sunday	9-11AM	Torch

**Hospitably Room open Thursday & Friday starting at 5pm**

**VENDORS:**

**J&B Publishers – Confirmed – 2 Tables**

**MSFA – 2 - Tables**

**IFSTA**



**BOARD OF DIRECTORS**

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Spectrum Health

**VICE-CHAIR**  
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Development Office

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Warner Norcross & Judd LLP

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SpartanNash

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**Dan Gaydou**  
MLive Media Group

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Chase

**John T. Hendrickson**  
Perigo Company plc

**John Irwin**  
Huntington National Bank

**Sandy Jellinek**  
Lak Michigan Credit Union

**Mitchell Joppich**  
PricewaterhouseCoopers LLP

**James P. Keane**  
Steakcase Inc.

**John C. Kennedy**  
Autocam Medical

**Dave Khorey**  
Vanmun Law

**Birgit M. Klohs**  
The Right Place, Inc.

**Blake W. Krueger**  
Wolverine World Wide, Inc.

**Daniel J. Malone**  
Consumers Energy

**Paul McCarthy**  
Rhoades McKee PC

**Hank Meijer**  
Meijer, Inc.

**Craig A. Mutch**  
Miller Johnson

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Davenport University

**Bill Payne**  
Amway Corp.

**John C. Porterfield**  
Commerce Bank

**Julie Rietberg**  
Grand Rapids Association of Realtors

**Aron Sousa, M.D.**  
Michigan State University

**Rob Spahr**  
Representing the Montcalm Economic Alliance

**Mark Sifers**  
DTE Gas

**Greg Sundstrom**  
City of Grand Rapids

**David Van Andel**  
Van Andel Institute

**Mike VanGessel**  
Rockford Construction Company, Inc.

**Cameron Van Wymgarten**  
Plainfield Township

**Tom Welch**  
Fifth Third Bank - West Michigan

**Chris Williams**  
Medbio, Inc.

September 19, 2016

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

Dear Ben,

Thank you and Cascade Charter Township for your \$37,500 commitment to The Right Place, Inc. Please know that your support of our economic development efforts is greatly appreciated.

The Right Place, Inc. has taken a leadership role in enhancing the strength and competitiveness of industries in the region. Your investment will help foster innovation in area manufacturing, develop opportunities for economic growth, as well as allow us to lead urban and regional initiatives vital to keeping the West Michigan region competitive in the global marketplace.

Once again, thank you for your investment and support. If you have any questions, please feel free to contact us.

Sincerely,

Birgit M. Klohs  
President & CEO

Thank you!

Brad Comment  
Vice President of Investor Relations

CC: Rob Beahan

FINANCIAL REPORTS  
GENERAL / SPECIAL FUNDS  
AUGUST 2016

FUND NAME	FUND BALANCE	LIABILITIES LONG TERM DEBT	BOND FINAL PAYMENT	CALLABLE DATE	CURRENT INTEREST RATE
GENERAL FUND - 101 UNASSIGNED	\$8,267,045.32				
GENERAL FUND - 101 COMMITTED NONSPENDABLE	\$ 974,543.00				
<b>GENERAL FUND BALANCE</b>	<b>\$9,241,588.32</b>				
FIRE FUND - 206 RESTRICTED	\$2,366,976.02				
FIRE FND - COMMITTED	\$ 858,000.00				
<b>FIRE FUND BALANCE</b>	<b>\$3,224,976.02</b>				
POLICE FUND - 207 RESTRICTED	\$1,427,795.76				
POLICE FUND - 207 COMMITTED	\$230,000.00				
<b>POLICE FUND BALANCE</b>	<b>\$1,657,795.76</b>				
<b>HAZMAT FUND - 208 RESTRICTED</b>	<b>\$44,311.36</b>				
CCT OPEN SPACE FUND - 209 RESTRICTED	\$334,260.74	2009 \$	4,236,627.52	2028	5/1/2019
CCT OPEN SPACE FUND - 209 COMMITTED	\$116,000.00				3.25
AUGUST HOMEYER - 209 COMMITTED	\$ 352,749.02 **				
<b>CCT OPEN SPACE FUND BALANCE</b>	<b>\$803,009.76</b>				
DAM MAJOR REPAIR FUND - 211 RESTRICTED	\$300,052.74				
DAM MAJOR REPAIR FUND - 211 COMMITTED	\$250,000.00				
<b>DAM MAJOR REPAIR FUND BALANCE</b>	<b>\$550,052.74</b>				
PATHWAYS FUND - 216 RESTRICTED	\$1,054,409.72				
PATHWAYS FUND - 216 COMMITTED	\$ 200,000.00	REF/2012	\$547,088.03	2017	1.85
<b>PATHWAYS FUND BALANCE</b>	<b>\$1,254,409.72</b>				
		TOTAL	<b>\$547,088.03</b>		
IMPROVEMENT REVOLVING FUND	\$ 1,552,159.94	REF 2012 \$	157,120.47	2017	1.85
		TOTAL \$	<b>157,120.47</b>		
DDA FUND - 248 RESTRICTED	\$ 381,474.62	REF/2010	\$527,448.50	2020	2.80
BUILDING INSP FUND - 249 RESTRICTED	\$2,390,952.06				
<b>BUILDING INSP FUND BALANCE</b>	<b>\$2,390,952.06</b>				
LIBRARY FUND - 270 RESTRICTED	\$1,439,938.81				
LIBRARY FUND - 270 COMMITTED	\$ 595,000.00				
<b>LIBRARY FUND BALANCE</b>	<b>\$2,034,938.81</b>				
<b>TOTAL ALL FUNDS</b>	<b>\$23,135,669.11</b>	\$	<b>5,468,284.52</b>		
TRUST AND AGENCY FUNDS					
CEMETERY TRUST FUND - 151 UNSPENDABLE	\$92,181.70				
CEMETERY TRUST FUND - 151 (COMMITTED)	\$5,000.00				
<b>TOTAL CEMETERY TRUST FUND</b>	<b>\$97,181.70</b>				
TRUST & AGENCY FUND -701	\$150,285.81				
TAX FUND - 703	\$3,741,756.20				
<b>TOTAL TRUST &amp; AGENCY</b>	<b>\$3,989,223.71</b>				

\*\* A portion of A Homeyer balance has not been committed by Board as of statement date.\*\*

Printed 9/12/2016  
5:23 PM

FOR DETAILS OF COMMITTED FUNDS SEE BALANCE SHEET OF EACH FUND  
BOARD RESOLUTION 104-2012

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR		ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 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	1,220,469.36	(1,419.36)	0.00	0.00	0.00	100.12
101-000-401-404	HYDRANT	0.00	0.00	39,921.23	0.00	0.00	0.00	0.00	0.00	0.00
101-000-401-405	STREETLIGHT	70,000.00	70,000.00	68,405.79	68,798.76	1,201.24	0.00	0.00	0.00	98.28
101-000-401-410	PERSONAL PROPERTY TAX	130,850.00	130,850.00	113,750.35	122,689.73	8,160.27	0.00	0.00	0.00	93.76
101-000-401-420	DELINQUENT TAXES	7,500.00	7,500.00	12,862.42	15,462.89	(7,962.89)	0.00	0.00	0.00	206.17
101-000-401-437	ABATEMENT TAXES	12,400.00	12,400.00	12,243.82	12,055.06	344.94	0.00	0.00	0.00	97.22
101-000-401-445	INTEREST & PENALTIES ON TAXES	12,000.00	12,000.00	14,719.40	10,115.05	1,884.95	0.00	0.00	0.00	84.29
101-000-401-447	TAX ADMINISTRATION FEES	530,000.00	530,000.00	516,947.75	239,693.71	290,306.29	56,906.58	0.00	0.00	45.23
101-000-450-460	CABLE / FIBER OPTIC	333,500.00	333,500.00	341,339.33	191,701.28	141,798.72	71,140.34	0.00	0.00	57.48
101-000-450-465	CABLE - PEG FEES	70,000.00	70,000.00	64,710.85	25,148.70	44,851.30	13,789.69	0.00	0.00	35.93
101-000-450-480	SOIL EROSION PERMITS	0.00	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	78.40	221.60	0.00	0.00	0.00	26.13
101-000-450-498	OTHER PERMITS	750.00	750.00	960.00	325.00	425.00	0.00	0.00	0.00	43.33
101-000-451-000	LIQUOR LICENSE	20,000.00	20,000.00	20,683.30	27.50	19,972.50	0.00	0.00	0.00	0.14
101-000-539-010	DEQ-SAW GRANT 2016	0.00	0.00	0.00	26,829.00	(26,829.00)	0.00	0.00	0.00	100.00
101-000-539-576	STATE SHARED REV.-SALES TAX	1,408,515.00	1,408,515.00	1,332,799.00	872,945.10	535,569.90	234,065.00	0.00	0.00	61.98
101-000-539-579	ELECTION REIMBURSEMENTS	0.00	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	7,557.00	(7,557.00)	0.00	0.00	0.00	100.00
	PA 48 (METRO AUTHORITY) NOW									
101-000-539-581	STABILIZATON	10,500.00	10,500.00	11,132.05	16,244.65	(5,744.65)	0.00	0.00	0.00	154.71
101-000-569-000	STATE GRANT- OTHERS	0.00	0.00	4,002.49	0.00	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	0.00
101-000-600-608	PLANNING AND ZONING FEES	25,000.00	25,000.00	33,711.72	9,305.35	15,694.65	529.60	0.00	0.00	37.22
101-000-600-609	LIQUOR LICENSE INSPECTIONS	0.00	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	0.00
101-000-600-611	SEWER & WATER IMPLEMENTATION	20,000.00	20,000.00	73,127.51	804.94	19,195.06	0.00	0.00	0.00	4.02
101-000-600-614	PA 198 TAX APPLICATION FEE	2,000.00	2,000.00	4,000.00	4,516.00	(2,516.00)	0.00	0.00	0.00	225.80
101-000-600-626	PASSPORT APPLICATION FEE	20,000.00	20,000.00	20,625.00	12,765.00	7,235.00	1,325.00	0.00	0.00	63.83
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	15,000.00	15,000.00	17,375.00	9,025.00	5,975.00	600.00	0.00	0.00	60.17
101-000-600-636	CEMETERY-CARE FEE	0.00	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	0.00
101-000-600-647	YARD WASTE TAG FEE	2,000.00	2,000.00	2,177.20	481.00	1,519.00	0.00	0.00	0.00	24.05
101-000-600-648	SALE OF PRINTED MATERIAL	200.00	200.00	143.68	10.00	190.00	0.00	0.00	0.00	5.00
101-000-656-000	O (DIANCE FINES	0.00	0.00	400.00	0.00	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	41,114.27	19,885.73	2,541.49	0.00	0.00	67.40
101-000-665-001	INTEREST TIMMONS FUND	150.00	150.00	197.17	114.76	35.24	16.16	0.00	0.00	76.51
101-000-665-002	DAM LEASE PAYMENTS	70,400.00	70,400.00	70,855.74	51,075.79	19,324.21	0.00	0.00	0.00	72.55
101-000-665-003	RENTAL OF FACILITIES	1,200.00	1,200.00	1,372.50	977.50	222.50	200.00	0.00	0.00	81.46
101-000-665-004	CELLULAR TOWERS	96,000.00	96,000.00	95,670.75	74,655.75	21,344.25	14,050.20	0.00	0.00	77.77
	INTEREST ON INVESTMENT- WELLS									
101-000-665-031	FARGO	0.00	0.00	1,246.58	2,082.20	(2,082.20)	410.96	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	0.00
	INTEREST ON INVEST-GF COAMERICA									
101-000-665-210	983	5,000.00	5,000.00	4,872.77	0.00	5,000.00	0.00	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	0.00
101-000-671-653	PARK INCOME	6,500.00	6,500.00	6,255.00	5,640.00	860.00	805.00	0.00	0.00	86.77
101-000-671-671	MISCELLANEOUS INCOME	4,000.00	4,000.00	2,612.09	11,017.63	(7,017.63)	152.35	0.00	0.00	275.44
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	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	0.00
101-000-671-676	PARK DONATIONS	0.00	0.00	25,000.00	30,500.00	(30,500.00)	0.00	0.00	0.00	100.00
101-000-671-680	MISC INCOME - TRANSIT TICKETS	0.00	0.00	0.00	2,509.00	(2,509.00)	300.00	0.00	0.00	100.00
101-000-671-683	REIMBURSEMENTS/REFUNDS	1,000.00	1,000.00	1,894.63	14,567.21	(13,567.21)	0.00	0.00	0.00	1,456.72
101-000-672-888	FOREST SHORES SPECIAL ASSESSMENT	0.00	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	125.00	(125.00)	0.00	0.00	0.00	100.00
101-000-674-000	4TH OF JULY SPONSORS	18,000.00	18,000.00	14,650.00	15,250.00	2,750.00	0.00	0.00	0.00	84.72
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	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	0.00
	INTERFUND REIMBURSE/BLDG									
101-000-679-000	INSPECTION FUND	86,000.00	86,000.00	127,275.45	53,170.55	32,829.45	6,643.15	0.00	0.00	61.83
	INTERFUND									
101-000-679-200	REIMBURSEMENT/LIBRARY	16,336.00	16,336.00	16,336.00	0.00	16,336.00	0.00	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	0.00
101-000-698-500	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)					
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	4,420,704.09	3,169,848.14	1,232,342.86	403,475.52	0.00	72.01	
TOTAL Revenues		4,402,191.00	4,402,191.00	4,420,704.09	3,169,848.14	1,232,342.86	403,475.52	0.00	72.01	
Expenditures										
Dept 101-TOWNSHIP BOARD										
101-101-703-000	TRUSTEE SALARIES	23,353.00	23,353.00	22,208.21	15,568.00	7,785.00	1,946.00	0.00	66.66	
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	7,587.20	8,587.80	0.00	0.00	46.91	
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	513.04	236.96	64.13	0.00	68.41	
101-101-981-000	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	23,668.24	20,059.76	2,010.13	0.00	54.13	
Dept 171-SUPERVISOR/MANAGER										
101-171-703-000	SUPERVISOR SALARY	11,461.00	11,461.00	8,104.06	7,640.32	3,820.68	955.04	0.00	66.66	
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	103,220.17	68,748.86	34,484.14	8,089.48	0.00	66.60	
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	0.00	0.00	13.23	
101-171-724-000	EDUCATION	3,300.00	3,300.00	3,627.17	18.00	3,282.00	0.00	0.00	0.55	
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	1,055.45	2,344.55	55.16	0.00	31.04	
101-171-862-500	SUPERVISOR EXPENSE ACCOUNT	500.00	500.00	101.17	95.99	404.01	0.00	0.00	19.20	
101-171-862-550	MANAGER EXPENSE ACCOUNT	650.00	650.00	170.87	158.39	491.61	0.00	0.00	24.37	
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	1,122.34	577.66	145.03	0.00	66.02	
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	0.00	0.00	55.07	
Total Dept 171-SUPERVISOR/MANAGER		133,609.00	133,609.00	129,877.78	80,421.05	53,187.95	9,244.71	0.00	60.19	
Dept 215-CLERK										
101-215-703-000	CLERK SALARY	11,461.00	11,461.00	9,723.90	7,640.32	3,820.68	955.04	0.00	66.66	
101-215-704-000	DEPUTY CLERK	6,569.00	6,569.00	7,357.56	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	42,948.80	16,169.20	5,052.80	0.00	72.65	
101-215-704-100	ADDITIONAL HELP/OVERTIME	2,500.00	2,500.00	68.31	934.38	1,565.62	0.00	0.00	37.38	
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	845.19	1,554.81	0.00	0.00	35.22	
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	540.01	59.99	72.90	0.00	90.00	
101-215-862-500	CLERK'S EXPENSE ACCOUNT	100.00	100.00	12.00	10.59	89.41	0.00	0.00	10.59	
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	706.30	393.70	82.07	0.00	64.21	
101-215-981-000	SMALL EQUIPMENT/FURNITURE	1,200.00	1,200.00	0.00	1,878.19	(678.19)	0.00	0.00	156.52	
Total Dept 215-CLERK		85,598.00	85,598.00	77,988.72	55,533.78	30,064.22	6,162.81	0.00	64.88	
Dept 253-TREASURER										
101-253-703-000	TREASURER SALARY	11,461.00	11,461.00	8,959.74	7,640.32	3,820.68	955.04	0.00	66.66	
101-253-707-000	DEPUTY TREASURER	51,941.00	51,941.00	51,076.85	37,740.02	14,200.98	4,440.00	0.00	72.66	
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	45,896.96	30,572.80	16,186.20	3,596.80	0.00	65.38	
101-253-707-100	ADDITIONAL HELP/OVERTIME	2,500.00	2,500.00	2,038.00	822.00	1,678.00	0.00	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	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
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	1,601.50	1,398.50	0.00	0.00	53.38	
	EDUCATION/TUITION									
101-253-725-000	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	134.46	465.54	0.00	0.00	22.41	
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	128.24	121.76	16.03	0.00	51.30	
101-253-939-000	TREASURER SERVICE CONTRACTS	2,300.00	2,300.00	2,199.00	2,206.00	94.00	0.00	0.00	95.91	
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	122,052.89	81,045.34	45,437.66	9,007.87	0.00	64.08	
Dept 257-ASSESSING										
101-257-703-000	ASSESSOR	85,066.00	85,066.00	80,450.99	55,619.75	29,446.25	6,543.50	0.00	65.38	
101-257-704-000	DEPUTY ASSESSOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	ASSESSING BOARD OF REVIEW									
101-257-706-000	EXPENSE	3,370.00	3,370.00	2,211.73	2,078.55	1,291.45	330.00	0.00	61.68	
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	57,143.00	57,143.00	52,665.43	37,790.05	19,352.95	4,846.16	0.00	66.13	
101-257-708-500	RESIDENTIAL APPRAISER	44,400.00	44,400.00	39,710.07	29,030.73	15,369.27	3,415.38	0.00	65.38	
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	500.00	1,014.00	0.00	0.00	33.03	
101-257-724-000	EDUCATION	7,615.00	7,615.00	5,180.46	2,594.91	5,020.09	136.26	0.00	34.08	
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	754.92	2,145.08	204.66	0.00	26.03	
101-257-862-500	ASSESSING EXPENSE ACCOUNT	100.00	100.00	92.47	0.00	100.00	0.00	0.00	0.00	
	ASSESSING PRINTING AND									
101-257-900-000	PUBLISHING	5,200.00	5,200.00	2,540.99	1,552.91	3,638.09	0.00	9.00	30.04	
101-257-924-100	CELL PHONES/DATA	250.00	250.00	0.00	128.24	121.76	16.03	0.00	51.30	
101-257-939-000	ASSESSING SERVICE CONTRACTS	3,500.00	3,500.00	3,249.20	3,275.20	794.00	705.00	(569.20)	77.31	
	ASSESSING SMALL EQUIP AND									
101-257-981-000	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	189,998.98	134,985.64	79,807.56	16,196.99	(560.20)	62.75	
Dept 262-ELECTIONS										
101-262-703-000	ELECTION SALARIES/PT HELP	27,000.00	27,000.00	3,927.86	14,485.00	12,515.00	7,575.00	0.00	53.65	
101-262-703-100	WAGES & SALARIES- EK	7,000.00	7,000.00	1,865.20	2,596.89	4,403.11	960.00	0.00	37.10	
101-262-756-000	ELECTION SUPPLIES	6,000.00	6,000.00	609.72	2,018.18	3,981.82	1,121.61	0.00	33.64	
101-262-788-000	ELECTION MISC EXPENSES	6,000.00	6,000.00	1,687.42	3,609.04	2,390.96	1,188.77	0.00	60.15	
101-262-801-000	ELECTION CONTRACT INSPECTOR	0.00	0.00	0.00	1,180.00	(1,180.00)	1,180.00	0.00	100.00	
	MAINT/OFFICE EQUIP & COMPUTER									
101-262-932-000	REPAIR	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	23,889.11	22,110.89	12,025.38	0.00	51.93	
Dept 265-BUILDING AND GROUNDS										
101-265-707-000	BLDG & GROUNDS SUPERVISOR	44,778.00	44,778.00	39,469.09	29,280.81	15,497.19	3,444.80	0.00	65.39	
101-265-707-100	BLDG & GROUNDS ADDITIONAL HELP	58,520.00	58,520.00	42,576.43	39,166.38	19,353.62	9,242.00	0.00	66.93	
101-265-707-200	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	31,005.52	21,593.39	11,394.61	2,537.60	0.00	65.46	
101-265-707-250	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	34,110.06	22,326.92	10,661.08	2,537.60	0.00	67.68	
101-265-707-300	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	33,496.15	20,658.40	12,329.60	2,430.40	0.00	62.62	
101-265-707-400	BLDG & GROUNDS LABORER I	32,988.00	32,988.00	31,603.53	21,609.25	11,378.75	2,537.60	0.00	65.51	
101-265-709-000	WAGES/SALARIES OVERTIME	7,500.00	7,500.00	7,231.76	5,257.45	2,242.55	342.02	0.00	70.10	
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	
	EDUCATION/TUITION									
101-265-725-000	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	1,713.84	1,386.16	0.00	0.00	55.29	
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	3,234.00	2,756.00	462.00	2,310.00	66.80	
101-265-810-000	INSURANCE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
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GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
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	17,988.70	16,510.30	401.86	501.00	52.83	
101-265-864-000	BLDG & GRDS VEHICLE FUEL	17,000.00	17,000.00	28,156.41	8,601.50	7,944.39	1,710.42	454.11	53.27	
101-265-921-000	COMPLEX ELECTRICITY	30,000.00	30,000.00	28,738.79	15,396.88	14,603.12	2,376.64	0.00	51.32	
101-265-923-000	COMPLEX HEATING	12,000.00	12,000.00	7,925.45	4,506.56	7,493.44	117.04	0.00	37.55	
101-265-924-000	COMPLEX PHONES	8,000.00	8,000.00	8,602.98	5,882.91	2,117.09	617.66	0.00	73.54	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	1,700.00	1,700.00	2,845.52	1,211.96	488.04	148.46	0.00	71.29	
101-265-927-000	COMPLEX WATER-SEWER	7,500.00	7,500.00	6,446.76	4,609.26	2,890.74	2,896.60	0.00	61.46	
101-265-931-000	COMPLEX MAINTENANCE	60,000.00	60,000.00	25,610.65	20,672.00	27,284.15	3,109.35	12,043.85	54.53	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	12,250.00	12,250.00	12,036.16	10,009.50	(7,857.37)	(1,436.58)	10,097.87	164.14	
101-265-939-000	SERVICE CONTRACTS	750.00	750.00	0.00	573.30	176.70	0.00	0.00	76.44	
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	93.36	(93.36)	0.00	0.00	100.00	
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	0.00	0.00	10.00	
Total Dept 265-BUILDING AND GROUNDS		441,100.00	441,100.00	374,887.43	254,586.36	161,106.81	33,475.47	25,406.83	63.48	
Dept 276-CEMETERY										
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	576.67	423.33	54.45	0.00	57.67	
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	919.98	3,080.02	0.00	0.00	23.00	
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	1,496.65	6,503.35	54.45	0.00	18.71	
Dept 295-ADMINISTRATIVE										
101-295-704-000	SR ACCOUNTANT	61,422.00	61,422.00	59,451.37	40,160.83	21,261.17	4,724.80	0.00	65.39	
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	848.72	151.28	140.00	0.00	84.87	
101-295-723-000	MEMBERSHIP AND DUES	475.00	475.00	415.00	365.00	110.00	365.00	0.00	76.84	
101-295-724-000	EDUCATION	1,900.00	1,900.00	1,541.73	448.13	1,451.87	792.84	0.00	23.59	
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	913.95	2,086.05	0.00	0.00	30.47	
101-295-727-000	OFFICE SUPPLIES	10,000.00	10,000.00	8,613.85	6,736.65	3,263.35	791.26	0.00	67.37	
101-295-730-000	POSTAGE	15,000.00	15,000.00	14,074.74	10,405.18	4,594.82	1,353.97	0.00	69.37	
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	3,386.58	6,159.44	498.57	1,153.98	42.44	
101-295-787-300	OTHER EXP - POSITIVE PAY FEE	1,000.00	1,000.00	50.00	100.00	900.00	100.00	0.00	10.00	
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	14,320.00	0.00	0.00	0.00	100.00	
101-295-810-000	INSURANCE/CONTRACT SVCS	13,330.00	13,330.00	12,916.00	13,225.80	104.20	0.00	0.00	99.22	
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	10,275.85	2,457.76	0.00	8,266.39	88.30	
101-295-815-000	COMPUTER COSTS-ISP	3,500.00	3,500.00	1,505.00	1,163.00	264.00	130.00	2,073.00	92.46	
101-295-815-100	COMPUTER COSTS-WEB SITE	7,000.00	7,000.00	3,938.00	3,949.00	3,051.00	0.00	0.00	56.41	
101-295-815-300	COMPUTER COST - BSA ANNUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-295-816-000	SUPPORT	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	26,323.80	7,476.20	0.00	0.00	77.88	
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	12,861.24	22,138.76	4,487.40	0.00	36.75	
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-295-822-000	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	25,053.94	4,946.06	4,027.09	0.00	83.51	
101-295-827-000	LIB SPACE STUDY/BOND ISSUANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-295-827-000	COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
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		ORIGINAL	2016	12/31/2015	08/31/2016		MONTH 08/31/16			
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	BALANCE	INCR (DECR)	YEAR-TO-DATE	USED	
SPACE STUDY-ARCH DEV/PLANNING										
101-295-827-100	MICROFILM	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	46,147.66	3,450.89	4,108.54	401.45	93.10	
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	1,555.00	345.00	1,555.00	0.00	81.84	
101-295-885-000	NEWSLETTER	23,000.00	23,000.00	21,154.83	14,380.64	0.00	0.00	8,619.36	100.00	
101-295-900-000	PRINTING/PUBLISHING	7,500.00	7,500.00	3,391.69	4,128.77	3,371.23	1,999.28	0.00	55.05	
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	128.24	371.76	16.03	0.00	25.65	
101-295-939-000	SERVICE CONTRACTS	11,700.00	11,700.00	13,427.60	5,974.43	(1,026.12)	995.00	6,751.69	108.77	
101-295-941-000	POSTAGE MACHINE LEASE	3,000.00	3,000.00	2,700.00	1,350.00	300.00	0.00	1,350.00	90.00	
101-295-950-000	PROPERTY TAX REFUNDS	3,000.00	3,000.00	2,354.62	1,004.05	1,995.95	0.00	0.00	33.47	
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	35,000.00	35,282.65	35,000.00	0.00	0.00	0.00	100.00	
101-295-952-000	REGIS	37,898.00	37,898.00	56,847.00	18,949.00	0.00	0.00	18,949.00	100.00	
101-295-952-100	KENT COUNTY AERIAL PHOTO	3,500.00	3,500.00	3,294.41	3,294.42	205.58	0.00	0.00	94.13	
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	5,000.00	0.00	0.00	0.00	100.00	
RIGHT PLACE PROGRAM										
101-295-956-000	CONTRIBUTIONS (2014)	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	962.00	1,038.00	0.00	0.00	48.10	
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	1,636.95	33,363.05	0.00	0.00	4.68	
101-295-981-000	SMALL EQUIPMENT/FURNITURE	3,700.00	3,700.00	1,341.08	1,355.99	2,344.01	0.00	0.00	36.65	
Total Dept 295-ADMINISTRATIVE		500,545.00	500,545.00	581,614.49	311,799.82	141,180.31	26,084.78	47,564.87	71.79	
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										
STORM WATER/SAW GRANT CONTR										
101-445-818-010	SERVICE	0.00	0.00	0.00	29,078.00	(29,078.00)	2,249.10	0.00	100.00	
101-445-821-000	DRAIN ENGINEERING	40,000.00	40,000.00	42,581.52	29,398.45	10,601.55	7,619.80	0.00	73.50	
101-445-822-000	ILLCIT DISCHARGE PLAN	500.00	500.00	500.00	500.00	0.00	0.00	0.00	100.00	
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	61,918.05	(9,018.05)	10,118.80	0.00	117.05	
Dept 446-ROADS										
101-446-818-000	DUST CONTROL LAYER	3,300.00	3,300.00	2,749.60	304.00	2,996.00	0.00	0.00	9.21	
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	31,000.60	318,999.40	7,103.31	0.00	8.86	
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	31,304.60	325,995.40	7,103.31	0.00	8.76	
Dept 447-YARD WASTE REMOVAL										
101-447-787-000	YARD WASTE OTHER EXPENSES	600.00	600.00	0.00	680.80	(80.80)	0.00	0.00	113.47	
101-447-818-000	CONTRACTED SERVICES	34,000.00	34,000.00	25,691.17	12,076.50	17,347.00	0.00	4,576.50	48.98	
101-447-820-000	SPRING/FALL CLEAN-UP	27,000.00	27,000.00	17,288.88	16,639.76	10,360.24	0.00	0.00	61.63	
Total Dept 447-YARD WASTE REMOVAL		61,600.00	61,600.00	42,980.05	29,397.06	27,626.44	0.00	4,576.50	55.15	
Dept 448-STREET LIGHTS										
101-448-926-000	STREETLIGHTING	120,000.00	120,000.00	112,984.61	60,531.09	59,468.91	8,635.55	0.00	50.44	
101-448-927-100	TRAFFIC SIGNALS	3,000.00	3,000.00	719.18	1,905.34	1,094.66	9.32	0.00	63.51	
Total Dept 448-STREET LIGHTS		123,000.00	123,000.00	113,703.79	62,436.43	60,563.57	8,644.87	0.00	50.76	
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	19,760.00	0.00	0.00	57,240.00	100.00	
TRANSPORTATION SERVICE-GO BUS										
101-652-859-100	TICKETS	0.00	0.00	0.00	7,320.00	(7,320.00)	0.00	0.00	100.00	
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	39,948.08	(20,854.40)	2,386.71	9,910.32	171.90	
101-652-861-100	BUS SERVICE 28TH ST	308,400.00	308,400.00	0.00	143,854.20	0.00	23,975.70	164,545.80	100.00	
Total Dept 652-TRANSPORTATION		414,404.00	414,404.00	101,708.66	210,882.28	(28,174.40)	26,362.41	231,696.12	106.80	

09/12/2016

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Dept 721-PLANNING									
COMMUNITY DEVELOPMENT									
101-721-703-000	DIRECTOR	83,374.00	83,374.00	79,867.45	54,513.39	28,860.61	6,413.34	0.00	65.38
101-721-704-000	FRONT DESK CLERK (PT)	37,077.00	37,077.00	31,436.84	23,951.43	13,125.57	2,703.82	0.00	64.60
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
DDA ECONOMIC DEVELOPMENT									
101-721-705-500	DIRECTOR	63,006.00	63,006.00	63,219.44	41,195.76	21,810.24	4,846.56	0.00	65.38
101-721-705-550	COMMUNITY STANDARDS OFFICER	24,910.00	24,910.00	14,177.40	12,694.56	12,215.44	1,896.20	0.00	50.96
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
WAGES/SALARIES-PLANNING									
101-721-708-000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAGES AND SALARIES PLANNING-									
101-721-709-000	OVERTIME	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	0.00	305.00	70.50
101-721-724-000	EDUCATION	4,000.00	4,000.00	933.93	1,145.00	2,855.00	1,145.00	0.00	28.63
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	96.63	403.37	0.00	0.00	19.33
101-721-768-000	COMM DEV UNIFORMS	500.00	500.00	268.22	163.94	336.06	0.00	0.00	32.79
101-721-787-000	PLANNING OTHER EXP/MINUTES	500.00	500.00	179.29	418.50	(4,500.00)	65.10	4,581.50	1,000.00
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	369.12	830.88	146.34	0.00	30.76
101-721-862-500	COMM DEV EXPENSE ACCOUNT	500.00	500.00	267.24	227.89	272.11	56.79	0.00	45.58
101-721-900-000	PRINTING & PUBLISHING	10,000.00	10,000.00	7,474.40	3,361.45	6,638.55	297.60	0.00	33.61
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	1,217.85	482.15	133.35	0.00	71.64
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	6,672.64	19,697.36	253.50	3,630.00	34.34
101-721-967-050	PARK REC PLAN UPDATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMM DEV SMALL EQUIP AND									
101-721-981-000	FURNITURE	1,200.00	1,200.00	2,365.10	1,307.27	(107.27)	0.00	0.00	108.94
Total Dept 721-PLANNING		281,467.00	281,467.00	227,595.23	147,735.43	125,215.07	17,957.60	8,516.50	55.51
Dept 756-PARKS									
101-756-756-000	PARK OPERATING SUPPLIES	4,000.00	4,000.00	3,394.69	1,949.63	(5,703.03)	0.00	7,753.40	242.58
101-756-921-000	PARK ELECTRICITY	5,800.00	5,800.00	4,828.26	3,263.59	2,536.41	572.25	0.00	56.27
101-756-924-000	PARK PHONES	1,000.00	1,000.00	725.78	469.33	530.67	45.06	0.00	46.93
101-756-927-000	PARK WATER-SEWER	3,200.00	3,200.00	2,848.53	614.43	2,585.57	0.00	0.00	19.20
101-756-935-000	PARK MAINTENANCE	33,300.00	33,300.00	49,152.19	51,045.52	(34,844.35)	3,560.13	17,098.83	204.64
101-756-937-000	STORM WATER IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MUSEUM UTILITIES/UNEMPLOYMENT									
101-756-960-000	COSTS	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	57,342.50	(34,594.73)	4,177.44	24,852.23	172.68
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	5,000.00	0.00	0.00	0.00	100.00
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	466.42	253.58	44.94	0.00	64.78
101-803-923-000	MUSEUM - HEATING/UTILITY	1,140.00	1,140.00	943.14	599.77	540.23	35.61	0.00	52.61
101-803-927-000	MUSEUM WATER-SEWER	260.00	260.00	251.72	185.80	74.20	0.00	0.00	71.46
MUSEUM UTILITIES/UNEMPLOYMENT									
101-803-960-000	COSTS	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	6,166.47	(6,754.71)	823.37	2,988.24	381.45
MUSEUM WATER&SEWER(CHG TO									
101-803-962-000	927-000)	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	12,418.46	(5,636.70)	903.92	2,988.24	157.69

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016	2016	END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR	ENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGET	12/31/2015	08/31/2016		MONTH 08/31/16		
		BUDGET		NORM (ABNORM)	NORM (ABNORM)	BALANCE	INCR (DECR)	YEAR-TO-DATE	USED
<b>Dept 850-BENEFITS/INSURANCE</b>									
101-850-715-000	FICA-EMPLOYER	81,776.00	81,776.00	71,289.34	50,266.06	31,509.94	6,355.85	0.00	61.47
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	1,237.24	784.76	159.59	0.00	61.19
101-850-719-000	HEALTH INSURANCE BENEFITS	107,819.00	107,819.00	111,291.98	90,625.32	17,193.68	21,322.64	0.00	84.05
101-850-719-100	OPT-OUT INSURANCE	4,000.00	4,000.00	3,000.00	2,500.00	1,500.00	0.00	0.00	62.50
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	4,209.49	3,045.51	0.00	0.00	58.02
101-850-721-000	DENTAL INSURANCE BENEFITS	10,381.00	10,381.00	14,895.15	8,490.73	1,890.27	998.46	0.00	81.79
101-850-721-200	MI CLAIMS TAX - DENTAL	250.00	250.00	116.90	143.59	106.41	6.67	0.00	57.44
101-850-722-000	PENSION PLAN BENEFITS	89,345.00	89,345.00	394,864.01	59,661.51	29,683.49	7,145.63	0.00	66.78
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
<b>Total Dept 850-BENEFITS/INSURANCE</b>		<b>324,788.00</b>	<b>324,788.00</b>	<b>627,527.62</b>	<b>217,133.94</b>	<b>107,654.06</b>	<b>35,988.84</b>	<b>0.00</b>	<b>66.85</b>
<b>Dept 901-CAPITAL OUTLAY</b>									
CAPITAL OUTLAY ENGINEERING -									
101-901-821-756	PARK IMPROV	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	51,102.45	26,457.95	0.00	13,939.60	71.08
101-901-971-000	CAPITAL OUTLAY - LAND	0.00	0.00	0.00	2,627.29	(2,627.29)	2,627.29	0.00	100.00
LAND AQUISION- THORNAPPLE									
101-901-971-300	RIVER DR 2015	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	350,312.46	37,559.54	17,734.71	292,128.00	94.48
CAPITAL OUTLAY LAND IMPROV-									
101-901-974-756	PARKS	0.00	0.00	439,246.69	(10,000.00)	10,000.00	0.00	0.00	100.00
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CENT PARK SIDEWALK/STREETSCAPE									
101-901-976-350	P#2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BUILDING AND GROUNDS CAP									
101-901-979-000	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
GENERAL ADMIN. CAPITAL OUTLAY									
101-901-980-100	CAPITAL OUTLAY OFFICE FURN &	0.00	0.00	12,846.31	0.00	0.00	0.00	0.00	0.00
101-901-980-295	EQUIP ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CCT OPEN SPACE CAPITAL OUTLAY									
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
<b>Total Dept 901-CAPITAL OUTLAY</b>		<b>771,500.00</b>	<b>771,500.00</b>	<b>763,971.75</b>	<b>394,042.20</b>	<b>71,390.20</b>	<b>20,362.00</b>	<b>306,067.60</b>	<b>90.75</b>
<b>Dept 965-TRANSFERS OUT</b>									
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	30,000.00	10,000.00	0.00	0.00	75.00
101-965-999-006	TRANSFER TO FIRE FUND	400,000.00	400,000.00	400,000.00	233,333.31	166,666.69	0.00	0.00	58.33
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
<b>Total Dept 965-TRANSFERS OUT</b>		<b>441,500.00</b>	<b>441,500.00</b>	<b>442,025.00</b>	<b>263,333.31</b>	<b>178,166.69</b>	<b>0.00</b>	<b>0.00</b>	<b>59.65</b>
<b>Dept 990-DEBT SERVICE</b>									
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
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
<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>4,485,125.00</b>	<b>4,485,125.00</b>	<b>4,409,743.55</b>	<b>2,455,370.25</b>	<b>1,378,646.06</b>	<b>245,881.78</b>	<b>651,108.69</b>	<b>69.26</b>
<b>Fund 101 - GENERAL FUND:</b>									
<b>TOTAL REVENUES</b>		<b>4,402,191.00</b>	<b>4,402,191.00</b>	<b>4,420,704.09</b>	<b>3,169,848.14</b>	<b>1,232,342.86</b>	<b>403,475.52</b>	<b>0.00</b>	<b>72.01</b>
<b>TOTAL EXPENDITURES</b>		<b>4,485,125.00</b>	<b>4,485,125.00</b>	<b>4,409,743.55</b>	<b>2,455,370.25</b>	<b>1,378,646.06</b>	<b>245,881.78</b>	<b>651,108.69</b>	<b>69.26</b>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016  
% Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)		
	NET OF REVENUES & EXPENDITURES	(82,934.00)	(82,934.00)	10,960.54	714,477.89	(146,303.20)	157,593.74	(651,108.69)	76.41
	BEG. FUND BALANCE	8,527,110.43	8,527,110.43	8,516,149.89	8,527,110.43				
	END FUND BALANCE	8,444,176.43	8,444,176.43	8,527,110.43	9,241,588.32				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016

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	980,619.43	
101-000-001-500	GF CASH - K.C. POOL	4,460,074.35	
101-000-001-700	CASH - GIFT CARDS	255.64	
101-000-003-001	CD - INDEPENDENT BANK 9019789418 M9/16	300,000.00	
101-000-003-019	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	
101-000-003-025	CD - MACATAWA BANK M 11/21/2014	250,000.00	
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2019	255,959.76	
101-000-003-030	CD - TALMER BANK & TRUST M6/16/17	500,000.00	
101-000-003-031	WELLS FARGO CD (MONTHLY INT) M9/25/17	500,000.00	
101-000-081-000	DUE FROM OTHER GOVERNMENT UNITS	224,062.00	
101-000-204-000	ACCRUED PAYROLL		13,249.73
101-000-231-220	DEPENDENT LIFE W/H	60.02	
101-000-231-221	ADDITIONAL LIFE W/H	938.41	
101-000-231-222	SHORT TERM DISABILITY W/H		149.52
101-000-231-224	LONG TERM CARE W/H	72.50	
101-000-390-000	FUND BALANCE - UNASSIGNED		7,552,567.43
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		1,220,469.36
101-000-401-405	STREETLIGHT		68,798.76
101-000-401-410	PERSONAL PROPERTY TAX		122,689.73
101-000-401-420	DELINQUENT TAXES		15,462.89
101-000-401-437	ABATEMENT TAXES		12,055.06
101-000-401-445	INTEREST & PENALTIES ON TAXES		10,115.05
101-000-401-447	TAX ADMINISTRATION FEES		239,693.71
101-000-450-460	CABLE / FIBER OPTIC		191,701.28
101-000-450-465	CABLE - PEG FEES		25,148.70
101-000-450-490	DOG LICENSES		78.40
101-000-450-498	OTHER PERMITS		325.00
101-000-451-000	LIQUOR LICENSE		27.50
101-000-539-010	DEQ-SAW GRANT 2016		26,829.00
101-000-539-576	STATE SHARED REV.-SALES TAX		872,945.10
101-000-539-580	STATE SHARED REV-EVIP		7,557.00
101-000-539-581	PA 48 (METRO AUTHORITY) NOW STABILIZATON		16,244.65
101-000-600-608	PLANNING AND ZONING FEES		9,305.35
101-000-600-611	SEWER & WATER IMPLEMENTATION		804.94
101-000-600-614	PA 198 TAX APPLICATION FEE		4,516.00
101-000-600-626	PASSPORT APPLICATION FEE		12,765.00
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS		9,025.00
101-000-600-647	YARD WASTE TAG FEE		481.00
101-000-600-648	SALE OF PRINTED MATERIAL		10.00
101-000-665-000	INTEREST ON INVESTMENTS		41,114.27
101-000-665-001	INTEREST TIMMONS FUND		114.76
101-000-665-002	DAM LEASE PAYMENTS		51,075.79
101-000-665-003	RENTAL OF FACILITIES		977.50

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-000-665-004	CELLULAR TOWERS		74,655.75
101-000-665-031	INTEREST ON INVESTMENT- WELLS FARGO		2,082.20
101-000-671-653	PARK INCOME		5,640.00
101-000-671-671	MISCELLANEOUS INCOME		11,017.63
101-000-671-676	PARK DONATIONS		30,500.00
101-000-671-680	MISC INCOME - TRANSIT TICKETS		2,509.00
101-000-671-683	REIMBURSEMENTS/REFUNDS		14,567.21
101-000-673-000	SALE OF ASSETS		125.00
101-000-674-000	4TH OF JULY SPONSORS		15,250.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION FUND		53,170.55
101-101-703-000	TRUSTEE SALARIES	15,568.00	
101-101-723-000	TOWNSHIP DUES	7,587.20	
101-101-924-100	TRUSTEE CELL PHONES	513.04	
101-171-703-000	SUPERVISOR SALARY	7,640.32	
101-171-706-000	MANAGERS SALARY	68,748.86	
101-171-723-000	SUP/MGR MEMBERSHIPS AND DUES	260.00	
101-171-724-000	EDUCATION	18.00	
101-171-860-000	SUP/MGR/DEPT MILEAGE	1,055.45	
101-171-862-500	SUPERVISOR EXPENSE ACCOUNT	95.99	
101-171-862-550	MANAGER EXPENSE ACCOUNT	158.39	
101-171-925-000	MANAGER CELL PHONE	1,122.34	
101-171-981-000	SMALL EQUIPMENT/FURNITURE	1,321.70	
101-215-703-000	CLERK SALARY	7,640.32	
101-215-704-050	HR DIRECTOR	42,948.80	
101-215-704-100	ADDITIONAL HELP/OVERTIME	934.38	
101-215-723-000	CLERK MEMBERSHIPS AND DUES	30.00	
101-215-724-000	EDUCATION	845.19	
101-215-860-000	CLERK MILEAGE	540.01	
101-215-862-500	CLERK'S EXPENSE ACCOUNT	10.59	
101-215-925-000	CLERK CELL PHONE	706.30	
101-215-981-000	SMALL EQUIPMENT/FURNITURE	1,878.19	
101-253-703-000	TREASURER SALARY	7,640.32	
101-253-707-000	DEPUTY TREASURER	37,740.02	
101-253-707-060	ACCOUNT CLERK II	30,572.80	
101-253-707-100	ADDITIONAL HELP/OVERTIME	822.00	
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	200.00	
101-253-724-000	EDUCATION	1,601.50	
101-253-860-000	TREASURER MILEAGE	134.46	
101-253-924-100	TREASURER'S CELL PHONES	128.24	
101-253-939-000	TREASURER SERVICE CONTRACTS	2,206.00	
101-257-703-000	ASSESSOR	55,619.75	
101-257-706-000	ASSESSING BOARD OF REVIEW EXPENSE	2,078.55	
101-257-708-000	SR RESIDENTIAL APPRAISER JM/JG	37,790.05	
101-257-708-500	RESIDENTIAL APPRAISER	29,030.73	
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	500.00	
101-257-724-000	EDUCATION	2,594.91	
101-257-860-000	ASSESSING MILEAGE	754.92	
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	1,552.91	
101-257-924-100	CELL PHONES/DATA	128.24	

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-257-939-000	ASSESSING SERVICE CONTRACTS	3,275.20	
101-257-981-000	ASSESSING SMALL EQUIP AND FURNITURE	1,660.38	
101-262-703-000	ELECTION SALARIES/PT HELP	14,485.00	
101-262-703-100	WAGES & SALARIES- EK	2,596.89	
101-262-756-000	ELECTION SUPPLIES	2,018.18	
101-262-788-000	ELECTION MISC EXPENSES	3,609.04	
101-262-801-000	ELECTION CONTRACT INSPECTOR	1,180.00	
101-265-707-000	BLDG & GROUNDS SUPERVISOR	29,280.81	
101-265-707-100	BLDG & GROUNDS ADDITIONAL HELP	39,166.38	
101-265-707-200	BLDG & GROUNDS LABORER I	21,593.39	
101-265-707-250	BLDG & GROUNDS LABORER I	22,326.92	
101-265-707-300	BLDG & GROUNDS LABORER I	20,658.40	
101-265-707-400	BLDG & GROUNDS LABORER I	21,609.25	
101-265-709-000	WAGES/SALARIES OVERTIME	5,257.45	
101-265-768-000	BLDG & GROUNDS UNIFORMS	1,713.84	
101-265-802-200	JANITORIAL CONTRACT	3,234.00	
101-265-863-000	BLDG & GRDS VEHICLE MAINTENANCE	17,988.70	
101-265-864-000	BLDG & GRDS VEHICLE FUEL	8,601.50	
101-265-921-000	COMPLEX ELECTRICITY	15,396.88	
101-265-923-000	COMPLEX HEATING	4,506.56	
101-265-924-000	COMPLEX PHONES	5,882.91	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	1,211.96	
101-265-927-000	COMPLEX WATER-SEWER	4,609.26	
101-265-931-000	COMPLEX MAINTENANCE	20,672.00	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	10,009.50	
101-265-939-000	SERVICE CONTRACTS	573.30	
101-265-961-000	MUSEUM MAINTENANCE	93.36	
101-265-981-000	SMALL EQUIPMENT/FURNITURE	199.99	
101-276-921-000	CEMETERY ELECTRICITY	576.67	
101-276-932-000	CEMETERY MAINT	919.98	
101-295-704-000	SR ACCOUNTANT	40,160.83	
101-295-709-000	WAGES/SALARIES OVERTIME	848.72	
101-295-723-000	MEMBERSHIP AND DUES	365.00	
101-295-724-000	EDUCATION	448.13	
101-295-726-000	EMPLOYEE TRAINING	913.95	
101-295-727-000	OFFICE SUPPLIES	6,736.65	
101-295-730-000	POSTAGE	10,405.18	
101-295-787-000	OTHER EXPENSES	3,386.58	
101-295-787-300	OTHER EXP - POSITIVE PAY FEE	100.00	
101-295-807-000	AUDIT FEES & SERVICES	14,320.00	
101-295-810-000	INSURANCE/CONTRACT SVCS	13,225.80	
101-295-814-000	TAX/ASSESSING ADMIN COSTS	10,275.85	
101-295-815-000	COMPUTER COSTS-ISP	1,163.00	
101-295-815-100	COMPUTER COSTS-WEB SITE	3,949.00	
101-295-816-000	INSECT/WEED CONTROL	26,323.80	
101-295-821-000	ENGINEERING COSTS	12,861.24	
101-295-826-000	LEGAL FEES	25,053.94	
101-295-881-000	FOURTH OF JULY	46,147.66	
101-295-882-000	SENIOR CITIZENS	1,555.00	

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-295-885-000	NEWSLETTER	14,380.64	
101-295-900-000	PRINTING/PUBLISHING	4,128.77	
101-295-901-000	PUBLICATIONS	395.00	
101-295-924-100	CELL PHONES/DATA	128.24	
101-295-939-000	SERVICE CONTRACTS	5,974.43	
101-295-941-000	POSTAGE MACHINE LEASE	1,350.00	
101-295-950-000	PROPERTY TAX REFUNDS	1,004.05	
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	
101-295-952-000	REGIS	18,949.00	
101-295-952-100	KENT COUNTY AERIAL PHOTO	3,294.42	
101-295-955-000	COMMUNITY MEDIA CENTER	5,000.00	
101-295-957-000	GENERAL FUND PHYSICAL EXAMS	962.00	
101-295-967-000	SPECIAL PROJECTS	1,636.95	
101-295-981-000	SMALL EQUIPMENT/FURNITURE	1,355.99	
101-445-818-000	STORM WATER GRANT MATCH/KCDC	2,941.60	
101-445-818-010	STORM WATER/SAW GRANT CONTR SERVICE	29,078.00	
101-445-821-000	DRAIN ENGINEERING	29,398.45	
101-445-822-000	ILLICIT DISCHARGE PLAN	500.00	
101-446-818-000	DUST CONTROL LAYER	304.00	
101-446-821-000	ROAD OVERLAYS	31,000.60	
101-447-787-000	YARD WASTE OTHER EXPENSES	680.80	
101-447-818-000	CONTRACTED SERVICES	12,076.50	
101-447-820-000	SPRING/FALL CLEAN-UP	16,639.76	
101-448-926-000	STREETLIGHTING	60,531.09	
101-448-927-100	TRAFFIC SIGNALS	1,905.34	
101-652-859-000	TRANSPORTATION SERVICES	19,760.00	
101-652-859-100	TRANSPORTATION SERVICE-GO BUS TICKETS	7,320.00	
101-652-861-000	BUS SERVICE 33RD & 36TH	39,948.08	
101-652-861-100	BUS SERVICE 28TH ST	143,854.20	
101-721-703-000	COMMUNITY DEVELOPMENT DIRECTOR	54,513.39	
101-721-704-000	FRONT DESK CLERK (PT)	23,951.43	
101-721-705-500	DDA ECONOMIC DEVELOPMENT DIRECTOR	41,195.76	
101-721-705-550	COMMUNITY STANDARDS OFFICER	12,694.56	
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	400.00	
101-721-724-000	EDUCATION	1,145.00	
101-721-727-000	COMM DEV SUPPLIES	96.63	
101-721-768-000	COMM DEV UNIFORMS	163.94	
101-721-787-000	PLANNING OTHER EXP/MINUTES	418.50	
101-721-860-000	COMM DEV MILEAGE	369.12	
101-721-862-500	COMM DEV EXPENSE ACCOUNT	227.89	
101-721-900-000	PRINTING & PUBLISHING	3,361.45	
101-721-925-000	COMM DEV CELL/DATA	1,217.85	
101-721-967-000	SPECIAL PROJECTS	6,672.64	
101-721-981-000	COMM DEV SMALL EQUIP AND FURNITURE	1,307.27	
101-756-756-000	PARK OPERATING SUPPLIES	1,949.63	
101-756-921-000	PARK ELECTRICITY	3,263.59	
101-756-924-000	PARK PHONES	469.33	
101-756-927-000	PARK WATER-SEWER	614.43	
101-756-935-000	PARK MAINTENANCE	51,045.52	

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-803-758-000	PROJECTS, PROMOTIONS & PROGRAM	5,000.00	
101-803-921-000	MUSEUM - ELECTRICITY	466.42	
101-803-923-000	MUSEUM - HEATING/UTILITY	599.77	
101-803-927-000	MUSEUM WATER-SEWER	185.80	
101-803-961-000	MUSEUM MAINTENANCE	6,166.47	
101-850-715-000	FICA-EMPLOYER	50,266.06	
101-850-718-000	VISION INSURANCE BENEFITS	1,237.24	
101-850-719-000	HEALTH INSURANCE BENEFITS	90,625.32	
101-850-719-100	OPT-OUT INSURANCE	2,500.00	
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	4,209.49	
101-850-721-000	DENTAL INSURANCE BENEFITS	8,490.73	
101-850-721-200	MI CLAIMS TAX - DENTAL	143.59	
101-850-722-000	PENSION PLAN BENEFITS	59,661.51	
101-901-970-000	CAPITAL OUTLAY - FFE	51,102.45	
101-901-971-000	CAPITAL OUTLAY - LAND	2,627.29	
101-901-974-000	CAPITAL OUTLAY - LANDIMP	350,312.46	
101-901-974-756	CAPITAL OUTLAY LAND IMPROV-PARKS		10,000.00
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	30,000.00	
101-965-999-006	TRANSFER TO FIRE FUND	233,333.31	
Total Fund 101 - GENERAL FUND		11,720,357.82	11,720,357.82

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
 Period Ending 08/31/2016

GL Number	Description	Balance
<b>Fund 101 - GENERAL FUND</b>		
<b>*** Assets ***</b>		
101-000-001-103	CASH- CHEMICAL WIRE# 7505	1.00
101-000-001-190	CHEMICAL -CASH OPER	980,619.43
101-000-001-500	GF CASH - K.C. POOL	4,460,074.35
101-000-001-700	CASH - GIFT CARDS	255.64
101-000-003-001	CD - INDEPENDENT BANK 9019789418 M9/16	300,000.00
101-000-003-019	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
101-000-003-025	CD - MACATAWA BANK M 11/21/2014	250,000.00
101-000-003-028	CONSUMER CREDIT UNION M 7/08/2019	255,959.76
101-000-003-030	CD - TALMER BANK & TRUST M6/16/17	500,000.00
101-000-003-031	WELLS FARGO CD (MONTHLY INT) M9/25/17	500,000.00
101-000-081-000	DUE FROM OTHER GOVERNMENT UNITS	224,062.00
	<b>Total Assets</b>	<b>9,253,916.64</b>
<b>*** Liabilities ***</b>		
101-000-204-000	ACCRUED PAYROLL	13,249.73
101-000-231-220	DEPENDENT LIFE W/H	(60.02)
101-000-231-221	ADDITIONAL LIFE W/H	(938.41)
101-000-231-222	SHORT TERM DISABILITY W/H	149.52
101-000-231-224	LONG TERM CARE W/H	(72.50)
	<b>Total Liabilities</b>	<b>12,328.32</b>
<b>*** Fund Balance ***</b>		
101-000-390-000	FUND BALANCE - UNASSIGNED	7,552,567.43
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
	<b>Total Fund Balance</b>	<b>8,527,110.43</b>
	Beginning Fund Balance	8,527,110.43
	Net of Revenues VS Expenditures	714,477.89
	Ending Fund Balance	9,241,588.32
	<b>Total Liabilities And Fund Balance</b>	<b>9,253,916.64</b>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR	ENCUMBERED	% BDGT
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015	08/31/2016		MONTH 08/31/16		
				NORM (ABNORM)	NORM (ABNORM)	BALANCE	INCR (DECR)	YEAR-TO-DATE	USED
<b>Fund 151 - CEMETERY TRUST FUND</b>									
<b>Revenues</b>									
<b>Dept 000</b>									
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	4,050.00	(50.00)	0.00	0.00	101.25
151-000-665-000	INTEREST ON INVESTMENTS	100.00	100.00	46.15	227.68	(127.68)	32.92	0.00	227.68
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
<b>Total Dept 000</b>		<b>5,600.00</b>	<b>5,600.00</b>	<b>16,691.15</b>	<b>4,277.68</b>	<b>1,322.32</b>	<b>32.92</b>	<b>0.00</b>	<b>76.39</b>
<b>TOTAL Revenues</b>		<b>5,600.00</b>	<b>5,600.00</b>	<b>16,691.15</b>	<b>4,277.68</b>	<b>1,322.32</b>	<b>32.92</b>	<b>0.00</b>	<b>76.39</b>
<b>Expenditures</b>									
<b>Dept 276-CEMETERY</b>									
151-276-787-000	OTHER EXPENSES	250.00	250.00	206.53	5.59	244.41	0.00	0.00	2.24
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	2,000.00	2,000.00	2,205.22	325.77	190.22	162.34	1,484.01	90.49
151-276-932-000	MAINT/OFFICE EQUIP & COMPUTER REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 276-CEMETERY</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>2,411.75</b>	<b>331.36</b>	<b>434.63</b>	<b>162.34</b>	<b>1,484.01</b>	<b>80.68</b>
<b>TOTAL Expenditures</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>2,411.75</b>	<b>331.36</b>	<b>434.63</b>	<b>162.34</b>	<b>1,484.01</b>	<b>80.68</b>
<b>Fund 151 - CEMETERY TRUST FUND:</b>									
<b>TOTAL REVENUES</b>		<b>5,600.00</b>	<b>5,600.00</b>	<b>16,691.15</b>	<b>4,277.68</b>	<b>1,322.32</b>	<b>32.92</b>	<b>0.00</b>	<b>76.39</b>
<b>TOTAL EXPENDITURES</b>		<b>2,250.00</b>	<b>2,250.00</b>	<b>2,411.75</b>	<b>331.36</b>	<b>434.63</b>	<b>162.34</b>	<b>1,484.01</b>	<b>80.68</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>3,350.00</b>	<b>3,350.00</b>	<b>14,279.40</b>	<b>3,946.32</b>	<b>887.69</b>	<b>(129.42)</b>	<b>(1,484.01)</b>	<b>73.50</b>
<b>BEG. FUND BALANCE</b>		<b>93,235.38</b>	<b>93,235.38</b>	<b>78,955.98</b>	<b>93,235.38</b>				
<b>END FUND BALANCE</b>		<b>96,585.38</b>	<b>96,585.38</b>	<b>93,235.38</b>	<b>97,181.70</b>				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

<u>GL NUMBER</u>	<u>DESCRIPTION</u>	<u>BALANCE DEBIT</u>	<u>BALANCE CREDIT</u>
Fund 151 - CEMETERY TRUST FUND			
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	97,201.70	
151-000-040-000	ACCOUNTS RECEIVABLE		20.00
151-000-390-000	FUND BALANCE - NONSPENDABLE		88,235.38
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11		5,000.00
151-000-600-636	CEMETERY-CARE FEE		4,050.00
151-000-665-000	INTEREST ON INVESTMENTS		227.68
151-276-787-000	OTHER EXPENSES	5.59	
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	325.77	
Total Fund 151 - CEMETERY TRUST FUND		97,533.06	97,533.06

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

GL Number	Description	Balance
Fund 151 - CEMETERY TRUST FUND		
*** Assets ***		
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	97,201.70
151-000-040-000	ACCOUNTS RECEIVABLE	(20.00)
	Total Assets	97,181.70
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
151-000-390-000	FUND BALANCE - NONSPENDABLE	88,235.38
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11	5,000.00
	Total Fund Balance	93,235.38
	Beginning Fund Balance	93,235.38
	Net of Revenues VS Expenditures	3,946.32
	Ending Fund Balance	97,181.70
	Total Liabilities And Fund Balance	97,181.70

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE 12/31/2015 NORM (ABNORM)	YTD BALANCE 08/31/2016 NORM (ABNORM)	UNENCUMBERED BALANCE	ACTIVITY FOR		% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET				MONTH 08/31/16 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	
<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	1,652,094.61	(1,974.61)	0.00	0.00	100.12
206-000-401-410	PERSONAL PROPERTY TAX	177,115.00	177,115.00	153,978.67	166,079.02	11,035.98	0.00	0.00	93.77
206-000-401-412	DELINQUENT TAXES-LEVY	8,000.00	8,000.00	12,866.37	11,301.51	(3,301.51)	0.00	0.00	141.27
206-000-401-437	ABATEMENT TAXES-LEVY	16,755.00	16,755.00	16,573.87	16,318.32	436.68	0.00	0.00	97.39
206-000-401-445	PENALTIES & INTEREST ON TAXES	500.00	500.00	359.10	268.48	231.52	0.00	0.00	53.70
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	0.00	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	0.00	0.00	0.00	0.00
206-000-665-000	INTEREST REVENUE	24,100.00	24,100.00	13,092.10	20,564.31	3,535.69	485.23	0.00	85.33
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	100.00	400.00	0.00	0.00	20.00
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 REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
206-000-676-000	INSURANCE/ELECTION	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	233,333.31	166,666.69	0.00	0.00	0.00
<b>Total Dept 000</b>		<b>2,280,590.00</b>	<b>2,280,590.00</b>	<b>2,217,259.45</b>	<b>2,100,059.56</b>	<b>180,530.44</b>	<b>485.23</b>	<b>0.00</b>	<b>92.08</b>
<b>TOTAL Revenues</b>		<b>2,280,590.00</b>	<b>2,280,590.00</b>	<b>2,217,259.45</b>	<b>2,100,059.56</b>	<b>180,530.44</b>	<b>485.23</b>	<b>0.00</b>	<b>92.08</b>
<b>Expenditures</b>									
<b>Dept 336-FIRE DEPARTMENT</b>									
206-336-703-000	FIREFIGHTERS SALARY	697,274.00	697,274.00	659,922.47	425,771.14	271,502.86	52,391.83	0.00	61.06
206-336-705-000	FIRE CHIEF	85,193.00	85,193.00	84,097.45	55,702.54	29,490.46	6,553.24	0.00	65.38
206-336-707-000	LIEUTENANT-RR	70,359.00	70,359.00	68,897.17	44,243.49	26,115.51	5,412.35	0.00	62.88
206-336-708-000	LIEUTENANT-TS	61,765.00	61,765.00	60,072.87	40,301.63	21,463.37	4,729.34	0.00	65.25
206-336-708-200	LIEUTENANT-DV	70,359.00	70,359.00	70,285.60	46,005.06	24,353.94	5,412.36	0.00	65.39
206-336-708-400	FIRE INSPECTOR	64,847.00	64,847.00	64,845.23	42,404.80	22,442.20	4,988.80	0.00	65.39
206-336-709-000	WAGES/SALARIES OVERTIME	40,000.00	40,000.00	40,102.98	32,524.42	7,475.58	4,664.31	0.00	81.31
206-336-710-000	FIRE PAID ON CALL	172,878.00	172,878.00	173,781.98	126,093.64	46,784.36	12,581.86	0.00	72.94
206-336-723-000	FIRE MEMBERSHIP AND DUES	950.00	950.00	745.00	410.00	540.00	0.00	0.00	43.16
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	4,499.98	3,500.02	0.00	0.00	56.25
206-336-725-000	FIRE TUITION	3,000.00	3,000.00	0.00	840.00	2,160.00	0.00	0.00	28.00
206-336-726-000	FIRE TRAINING	5,000.00	5,000.00	1,164.96	2,937.15	1,375.24	550.00	687.61	72.50
206-336-727-000	FIRE OFFICE SUPPLIES	3,500.00	3,500.00	1,459.78	537.54	2,278.28	141.18	684.18	34.91
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	6,596.24	15,403.76	926.65	0.00	29.98
206-336-768-000	FIRE UNIFORMS	9,000.00	9,000.00	5,930.24	3,861.63	5,035.45	151.49	102.92	44.05
206-336-787-000	FIRE OTHER EXPENSES	2,000.00	2,000.00	2,533.86	958.71	1,041.29	0.00	0.00	47.94
206-336-802-000	FIRE CONTRACTUAL SERVICE	6,900.00	6,900.00	8,382.22	1,141.54	5,758.46	250.00	0.00	16.54
206-336-802-100	FIRE DISPATCH SERVICE	19,904.00	19,904.00	9,952.00	10,712.00	9,192.00	0.00	0.00	53.82
206-336-803-000	FIRE FIGHTER HIRING	1,500.00	1,500.00	0.00	1,057.00	443.00	0.00	0.00	70.47
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,640.00	2,640.00	2,250.00	2,685.00	(45.00)	0.00	0.00	101.70
206-336-810-000	FIRE PROPERTY/CON/VEHICLE INS	13,078.00	13,078.00	12,294.00	13,225.80	(147.80)	0.00	0.00	101.13
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	677.16	822.84	0.00	0.00	45.14

Ps 18

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	9,000.00	9,000.00	8,726.00	4,502.14	4,497.86	610.33	0.00	50.02	
206-336-923-002	FIRE HEATING/BUTTRICK	4,320.00	4,320.00	3,444.57	1,811.96	2,508.04	34.88	0.00	41.94	
206-336-924-000	FIRE PHONES	6,000.00	6,000.00	6,915.43	5,249.30	750.70	485.88	0.00	87.49	
206-336-924-002	FIRE PHONES/BUTTRICK	3,000.00	3,000.00	2,332.70	1,499.55	1,500.45	201.58	0.00	49.99	
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	237.42	1,512.58	0.00	0.00	13.57	
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	3,000.00	3,000.00	2,100.00	2,000.00	(1,000.00)	0.00	2,000.00	133.33	
206-336-936-000	FIRE STATION MAINT	16,000.00	16,000.00	14,347.84	5,707.14	4,404.22	778.58	5,888.64	72.47	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	28,000.00	28,000.00	15,338.01	21,796.94	731.90	1,173.92	5,471.16	97.39	
206-336-937-000	FIRE RADIO MAINT	5,500.00	5,500.00	4,544.60	1,779.25	3,720.75	100.00	0.00	32.35	
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	13,456.19	28,540.42	316.85	6,003.39	40.54	
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	526.51	223.49	61.14	0.00	70.20	
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	900.00	900.00	794.90	450.00	450.00	0.00	0.00	50.00	
206-336-950-000	PROPERTY TAX REFUNDS	1,600.00	1,600.00	984.91	568.89	1,031.11	0.00	0.00	35.56	
206-336-957-000	FIRE PHYSICAL EXAMS	16,000.00	16,000.00	11,406.18	12,768.00	3,232.00	0.00	0.00	79.80	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	12,500.00	12,500.00	6,195.28	963.25	10,245.36	0.00	1,291.39	18.04	
206-336-959-000	FIRE PROTECTIVE CLOTHING	22,500.00	22,500.00	15,384.03	574.95	2,280.05	367.92	19,645.00	89.87	
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	1,733.75	1,435.05	0.00	3,031.20	76.85	
<b>Total Dept 336-FIRE DEPARTMENT</b>		<b>1,554,167.00</b>	<b>1,554,167.00</b>	<b>1,449,633.73</b>	<b>938,811.71</b>	<b>570,549.80</b>	<b>102,884.49</b>	<b>44,805.49</b>	<b>63.29</b>	
<b>Dept 850-BENEFITS/INSURANCE</b>										
206-850-715-000	FICA-EMPLOYER	96,595.00	96,595.00	88,020.80	59,736.54	36,858.46	7,111.49	0.00	61.84	
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	1,558.56	1,020.44	194.82	0.00	60.43	
206-850-719-000	HEALTH INSURANCE BENEFITS	130,539.00	130,539.00	111,061.28	83,910.28	46,628.72	16,018.88	0.00	64.28	
206-850-719-100	OPT-OUT INSURANCE	5,000.00	5,000.00	4,000.00	4,000.00	1,000.00	500.00	0.00	80.00	
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	5,537.70	3,566.30	0.00	0.00	60.83	
206-850-720-100	FIRE CASUALTY INSURANCE	6,200.00	6,200.00	6,171.00	6,171.00	29.00	0.00	0.00	99.53	
206-850-721-000	DENTAL INSURANCE BENEFITS	20,134.00	20,134.00	23,269.00	14,193.99	5,940.01	1,644.12	0.00	70.50	
206-850-721-200	MI CLAIMS TAX - DENTAL	350.00	350.00	166.69	240.37	109.63	11.19	0.00	68.68	
206-850-722-000	PENSION PLAN BENEFITS	108,980.00	108,980.00	104,278.58	69,705.72	39,274.28	8,488.17	0.00	63.96	
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>245,054.16</b>	<b>184,549.84</b>	<b>33,968.67</b>	<b>0.00</b>	<b>57.04</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	(13,670.00)	0.00	13,670.00	0.00	
206-901-980-000	FIRE- OFFICE EQUIPMENT & FURNITURE	66,500.00	66,500.00	180,504.26	41,958.78	21,938.06	3,025.00	2,603.16	67.01	
206-901-981-000	CAPITAL OUTLAY - VEHICLES	79,500.00	79,500.00	45,159.69	80,958.26	(1,458.26)	0.00	0.00	101.83	
<b>Total Dept 901-CAPITAL OUTLAY</b>		<b>146,000.00</b>	<b>146,000.00</b>	<b>225,663.95</b>	<b>122,917.04</b>	<b>6,809.80</b>	<b>3,025.00</b>	<b>16,273.16</b>	<b>95.34</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>2,078,195.07</b>	<b>1,306,782.91</b>	<b>761,909.44</b>	<b>139,878.16</b>	<b>61,078.65</b>	<b>64.23</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>2,100,059.56</b>	<b>180,530.44</b>	<b>485.23</b>	<b>0.00</b>	<b>92.08</b>	
<b>TOTAL EXPENDITURES</b>		<b>2,129,771.00</b>	<b>2,129,771.00</b>	<b>2,078,195.07</b>	<b>1,306,782.91</b>	<b>761,909.44</b>	<b>139,878.16</b>	<b>61,078.65</b>	<b>64.23</b>	

Da 19

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016  
% Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)		
	NET OF REVENUES & EXPENDITURES	150,819.00	150,819.00	139,064.38	793,276.65	(581,379.00)	(139,392.93)	(61,078.65)	485.48
	BEG. FUND BALANCE	2,431,699.37	2,431,699.37	2,292,634.99	2,431,699.37				
	END FUND BALANCE	2,582,518.37	2,582,518.37	2,431,699.37	3,224,976.02				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 206 - FIRE FUND			
206-000-001-100	CASH -CHEM	302,999.77	
206-000-001-700	CASH - GIFT CARDS	200.00	
206-000-003-000	CASH	0.05	
206-000-003-014	CD - LAKE MICH CR UN-49 M-10/25/2017	536,265.51	
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	
206-000-003-032	COMMUNITY CHOICE CR UN M 3/18/17	250,000.00	
206-000-015-005	MONEY MARKET LAKE MICH CR UN	1,110,754.69	
206-000-204-000	ACCRUED PAYROLL		16,601.74
206-000-390-000	FUND BALANCE - RESTRICTED		1,573,699.37
206-000-391-003	FUND BALANCE - COMMITTED RESCUE VEH 12		198,000.00
206-000-391-004	FUND BALANCE - COMMITTED/ PP TAX 2012		660,000.00
206-000-401-402	TAX LEVY		1,652,094.61
206-000-401-410	PERSONAL PROPERTY TAX		166,079.02
206-000-401-412	DELINQUENT TAXES-LEVY		11,301.51
206-000-401-437	ABATEMENT TAXES-LEVY		16,318.32
206-000-401-445	PENALTIES & INTEREST ON TAXES		268.48
206-000-665-000	INTEREST REVENUE		20,564.31
206-000-671-675	DONATIONS		100.00
206-000-699-000	TRANSFER FROM GENERAL FUND		233,333.31
206-336-703-000	FIREFIGHTERS SALARY	425,771.14	
206-336-705-000	FIRE CHIEF	55,702.54	
206-336-707-000	LIEUTENANT-RR	44,243.49	
206-336-708-000	LIEUTENANT-TS	40,301.63	
206-336-708-200	LIEUTENANT-DV	46,005.06	
206-336-708-400	FIRE INSPECTOR	42,404.80	
206-336-709-000	WAGES/SALARIES OVERTIME	32,524.42	
206-336-710-000	FIRE PAID ON CALL	126,093.64	
206-336-723-000	FIRE MEMBERSHIP AND DUES	410.00	
206-336-724-000	FIRE EDUCATION	4,499.98	
206-336-725-000	FIRE TUITION	840.00	
206-336-726-000	FIRE TRAINING	2,937.15	
206-336-727-000	FIRE OFFICE SUPPLIES	537.54	
206-336-745-000	FIRE FUELS	6,596.24	
206-336-768-000	FIRE UNIFORMS	3,861.63	
206-336-787-000	FIRE OTHER EXPENSES	958.71	
206-336-802-000	FIRE CONTRACTUAL SERVICE	1,141.54	
206-336-802-100	FIRE DISPATCH SERVICE	10,712.00	
206-336-803-000	FIRE FIGHTER HIRING	1,057.00	
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,685.00	
206-336-810-000	FIRE PROPERTY/CON/VEHICLE INS	13,225.80	
206-336-901-000	FIRE PUBLICATIONS	677.16	
206-336-921-002	FIRE ELECTRICITY/BUTTRICK	4,502.14	
206-336-923-002	FIRE HEATING/BUTTRICK	1,811.96	
206-336-924-000	FIRE PHONES	5,249.30	

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
206-336-924-002	FIRE PHONES/BUTTRICK	1,499.55	
206-336-927-002	FIRE WATER/BUTTRICK	237.42	
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	2,000.00	
206-336-936-000	FIRE STATION MAINT	5,707.14	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	21,796.94	
206-336-937-000	FIRE RADIO MAINT	1,779.25	
206-336-938-000	FIRE EQUIPMENT MAINT	13,456.19	
206-336-939-000	FIRE COPIER/LEASE/SERVICE	526.51	
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	450.00	
206-336-950-000	PROPERTY TAX REFUNDS	568.89	
206-336-957-000	FIRE PHYSICAL EXAMS	12,768.00	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	963.25	
206-336-959-000	FIRE PROTECTIVE CLOTHING	574.95	
206-336-981-000	SMALL EQUIPMENT/FURNITURE	1,733.75	
206-850-715-000	FICA-EMPLOYER	59,736.54	
206-850-718-000	VISION INSURANCE BENEFITS	1,558.56	
206-850-719-000	HEALTH INSURANCE BENEFITS	83,910.28	
206-850-719-100	OPT-OUT INSURANCE	4,000.00	
206-850-720-000	LIFE & DISABILITY INSURANCE	5,537.70	
206-850-720-100	FIRE CASUALTY INSURANCE	6,171.00	
206-850-721-000	DENTAL INSURANCE BENEFITS	14,193.99	
206-850-721-200	MI CLAIMS TAX - DENTAL	240.37	
206-850-722-000	PENSION PLAN BENEFITS	69,705.72	
206-901-980-000	FIRE- OFFICE EQUIPMENT & FURNITURE	41,958.78	
206-901-981-000	CAPITAL OUTLAY - VEHICLES	80,958.26	
Total Fund 206 - FIRE FUND		4,548,360.67	4,548,360.67

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

<u>GL Number</u>	<u>Description</u>	<u>Balance</u>
Fund 206 - FIRE FUND		
*** Assets ***		
206-000-001-100	CASH -CHEM	302,999.77
206-000-001-700	CASH - GIFT CARDS	200.00
206-000-003-000	CASH	0.05
206-000-003-014	CD - LAKE MICH CR UN-49 M-10/25/2017	536,265.51
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
206-000-003-032	COMMUNITY CHOICE CR UN M 3/18/17	250,000.00
206-000-015-005	MONEY MARKET LAKE MICH CR UN	1,110,754.69
	Total Assets	<u>3,241,577.76</u>
*** Liabilities ***		
206-000-204-000	ACCRUED PAYROLL	16,601.74
	Total Liabilities	<u>16,601.74</u>
*** Fund Balance ***		
206-000-390-000	FUND BALANCE - RESTRICTED	1,573,699.37
206-000-391-003	FUND BALANCE - COMMITTED RESCUE VEH 12	198,000.00
206-000-391-004	FUND BALANCE - COMMITTED/ PP TAX 2012	660,000.00
	Total Fund Balance	<u>2,431,699.37</u>
	Beginning Fund Balance	2,431,699.37
	Net of Revenues VS Expenditures	793,276.65
	Ending Fund Balance	<u>3,224,976.02</u>
	Total Liabilities And Fund Balance	<u>3,241,577.76</u>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
<b>Fund 207 - POLICE FUND</b>										
<b>Revenues</b>										
<b>Dept 000</b>										
207-000-401-402	TAX LEVY	575,990.00	575,990.00	556,140.35	576,675.64	(685.64)	0.00	0.00	100.12	
207-000-401-410	PERSONAL PROPERTY TAX	61,825.00	61,825.00	53,748.08	57,971.78	3,853.22	0.00	0.00	93.77	
207-000-401-412	DELINQUENT TAXES-LEVY	2,500.00	2,500.00	4,499.20	3,944.86	(1,444.86)	0.00	0.00	157.79	
207-000-401-437	ABATEMENT TAXES-LEVY	5,850.00	5,850.00	5,785.31	5,696.15	153.85	0.00	0.00	97.37	
207-000-401-445	INTEREST & PENALTIES ON TAX	150.00	150.00	125.26	93.63	56.37	0.00	0.00	62.42	
207-000-665-000	INTEREST REVENUE	30,000.00	30,000.00	2,867.39	21,078.86	8,921.14	18,984.16	0.00	70.26	
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	623,165.59	665,460.92	10,854.08	18,984.16	0.00	98.40	
<b>TOTAL Revenues</b>		<b>676,315.00</b>	<b>676,315.00</b>	<b>623,165.59</b>	<b>665,460.92</b>	<b>10,854.08</b>	<b>18,984.16</b>	<b>0.00</b>	<b>98.40</b>	
<b>Expenditures</b>										
<b>Dept 301-POLICE DEPARTMENT</b>										
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	226,648.66	416,373.34	0.00	0.00	35.25	
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	198.58	201.42	0.00	0.00	49.65	
Total Dept 301-POLICE DEPARTMENT		644,422.00	644,422.00	595,142.16	226,847.24	417,574.76	0.00	0.00	35.20	
<b>Dept 965-TRANSFERS OUT</b>										
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	
<b>TOTAL Expenditures</b>		<b>644,422.00</b>	<b>644,422.00</b>	<b>595,142.16</b>	<b>226,847.24</b>	<b>417,574.76</b>	<b>0.00</b>	<b>0.00</b>	<b>35.20</b>	
<b>Fund 207 - POLICE FUND:</b>										
<b>TOTAL REVENUES</b>		<b>676,315.00</b>	<b>676,315.00</b>	<b>623,165.59</b>	<b>665,460.92</b>	<b>10,854.08</b>	<b>18,984.16</b>	<b>0.00</b>	<b>98.40</b>	
<b>TOTAL EXPENDITURES</b>		<b>644,422.00</b>	<b>644,422.00</b>	<b>595,142.16</b>	<b>226,847.24</b>	<b>417,574.76</b>	<b>0.00</b>	<b>0.00</b>	<b>35.20</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>31,893.00</b>	<b>31,893.00</b>	<b>28,023.43</b>	<b>438,613.68</b>	<b>(406,720.68)</b>	<b>18,984.16</b>	<b>0.00</b>	<b>1,375.27</b>	
<b>BEG. FUND BALANCE</b>		<b>1,219,182.08</b>	<b>1,219,182.08</b>	<b>1,191,158.65</b>	<b>1,219,182.08</b>					
<b>END FUND BALANCE</b>		<b>1,251,075.08</b>	<b>1,251,075.08</b>	<b>1,219,182.08</b>	<b>1,657,795.76</b>					

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 207 - POLICE FUND			
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05	
207-000-003-027	CD - NORTHPOINTE BANK 11/08/2016	250,000.00	
207-000-003-033	CD - PRIVATE BANK M9/25/2017	632,900.87	
207-000-015-019	POLICE M/M FLAGSTAR BANK	774,894.84	
207-000-390-000	FUND BALANCE - RESTRICTED		989,182.08
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012		230,000.00
207-000-401-402	TAX LEVY		576,675.64
207-000-401-410	PERSONAL PROPERTY TAX		57,971.78
207-000-401-412	DELINQUENT TAXES-LEVY		3,944.86
207-000-401-437	ABATEMENT TAXES-LEVY		5,696.15
207-000-401-445	INTEREST & PENALTIES ON TAX		93.63
207-000-665-000	INTEREST REVENUE		21,078.86
207-301-801-000	SHERIFF PROTECTION	226,648.66	
207-301-950-000	PROPERTY TAX REFUNDS	198.58	
Total Fund 207 - POLICE FUND		1,884,643.00	1,884,643.00

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

GL Number	Description	Balance
Fund 207 - POLICE FUND		
*** Assets ***		
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05
207-000-003-027	CD - NORTHPOINTE BANK 11/08/2016	250,000.00
207-000-003-033	CD - PRIVATE BANK M9/25/2017	632,900.87
207-000-015-019	POLICE M/M FLAGSTAR BANK	774,894.84
	Total Assets	1,657,795.76
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
207-000-390-000	FUND BALANCE - RESTRICTED	989,182.08
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012	230,000.00
	Total Fund Balance	1,219,182.08
	Beginning Fund Balance	1,219,182.08
	Net of Revenues VS Expenditures	438,613.68
	Ending Fund Balance	1,657,795.76
	Total Liabilities And Fund Balance	1,657,795.76

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 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	95.22	104.78	13.37	0.00	47.61
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	95.22	104.78	13.37	0.00	47.61
TOTAL Revenues		200.00	200.00	193.69	95.22	104.78	13.37	0.00	47.61
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	1,161.44	0.00	201.50	22.57
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	1,721.15	995.32	794.47	283.53	66.82
Total Dept 344-HAZMAT		8,000.00	8,000.00	8,796.68	1,858.21	5,656.76	794.47	485.03	29.29
TOTAL Expenditures		8,000.00	8,000.00	8,796.68	1,858.21	5,656.76	794.47	485.03	29.29
Fund 208 - HAZMAT FUND:									
TOTAL REVENUES		200.00	200.00	193.69	95.22	104.78	13.37	0.00	47.61
TOTAL EXPENDITURES		8,000.00	8,000.00	8,796.68	1,858.21	5,656.76	794.47	485.03	29.29
NET OF REVENUES & EXPENDITURES		(7,800.00)	(7,800.00)	(8,602.99)	(1,762.99)	(5,551.98)	(781.10)	(485.03)	28.82
BEG. FUND BALANCE		46,074.35	46,074.35	54,677.34	46,074.35				
END FUND BALANCE		38,274.35	38,274.35	46,074.35	44,311.36				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 208 - HAZMAT FUND			
208-000-015-005	MM LAKE MICH CR UN 112010265771	44,311.36	
208-000-390-000	FUND BALANCE - RESTRICTED		46,074.35
208-000-665-000	HAZMAT INTEREST		95.22
208-344-787-000	HAZMAT EQUIPMENT REPAIRS	137.06	
208-344-958-000	HAZMAT EQUIPMENT	1,721.15	
Total Fund 208 - HAZMAT FUND		46,169.57	46,169.57

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

GL Number	Description	Balance
Fund 208 - HAZMAT FUND		
*** Assets ***		
208-000-015-005	MM LAKE MICH CR UN 112010265771	44,311.36
	Total Assets	<u>44,311.36</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
208-000-390-000	FUND BALANCE - RESTRICTED	46,074.35
	Total Fund Balance	<u>46,074.35</u>
	Beginning Fund Balance	46,074.35
	Net of Revenues VS Expenditures	(1,762.99)
	Ending Fund Balance	<u>44,311.36</u>
	Total Liabilities And Fund Balance	<u>44,311.36</u>

09/12/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE 12/31/2015 NORM (ABNORM)	YTD BALANCE 08/31/2016 NORM (ABNORM)	UNENCUMBERED BALANCE	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET						
<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	288,885.03	(345.03)	0.00	0.00	100.12
209-000-401-410	PERSONAL PROPERTY TAX	30,975.00	30,975.00	26,926.17	29,042.22	1,932.78	0.00	0.00	93.76
209-000-401-412	DELINQUENT TAXES-LEVY	1,500.00	1,500.00	2,140.64	1,976.30	(476.30)	0.00	0.00	131.75
209-000-401-437	ABATEMENT TAXES-LEVY	2,930.00	2,930.00	2,898.23	2,853.53	76.47	0.00	0.00	97.39
209-000-401-445	INTEREST & PENALTIES ON TAXES	100.00	100.00	62.81	46.93	53.07	0.00	0.00	46.93
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	368.32	3,631.68	8.48	0.00	9.21
209-000-665-408	INTEREST ON HOMEYER FUND	0.00	0.00	148.65	1,025.93	(1,025.93)	149.50	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 SPACE	0.00	0.00	351,723.94	0.00	0.00	0.00	0.00	0.00
Total Dept 000		328,545.00	328,545.00	662,789.52	324,198.26	4,346.74	157.98	0.00	98.68
TOTAL Revenues		328,545.00	328,545.00	662,789.52	324,198.26	4,346.74	157.98	0.00	98.68
<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	833.69	1,166.31	104.45	0.00	41.68
209-751-923-000	HEATING/UTILITY	1,500.00	1,500.00	78.45	0.00	1,500.00	0.00	0.00	0.00
209-751-927-000	WATER-SEWER	500.00	500.00	255.08	130.82	369.18	0.00	0.00	26.16
209-751-935-000	PARK MAINTENANCE	20,000.00	20,000.00	17,447.97	877.24	18,965.71	13.90	157.05	5.17
209-751-950-000	TAX REFUNDS	200.00	200.00	172.24	99.48	100.52	0.00	0.00	49.74
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
Total Dept 751-OPEN SPACE PRESERVATION		24,200.00	24,200.00	19,125.47	1,941.23	22,101.72	118.35	157.05	8.67
<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
Total Dept 901-CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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
Total Dept 965-TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Dept 990-DEBT SERVICE</b>									
209-990-992-001	BOND PRINCIPAL PAYMENT	210,000.00	210,000.00	205,000.00	210,000.00	0.00	0.00	0.00	100.00
209-990-996-001	INTEREST AND FEES BA 2009	139,959.00	139,959.00	146,446.26	72,060.63	67,898.37	0.00	0.00	51.49
Total Dept 990-DEBT SERVICE		349,959.00	349,959.00	351,446.26	282,060.63	67,898.37	0.00	0.00	80.60
TOTAL Expenditures		374,159.00	374,159.00	370,571.73	284,001.86	90,000.09	118.35	157.05	75.95
<b>Fund 209 - CCT OPEN SPACE:</b>									
TOTAL REVENUES		328,545.00	328,545.00	662,789.52	324,198.26	4,346.74	157.98	0.00	98.68
TOTAL EXPENDITURES		374,159.00	374,159.00	370,571.73	284,001.86	90,000.09	118.35	157.05	75.95

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016  
% Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)		
	NET OF REVENUES & EXPENDITURES	(45,614.00)	(45,614.00)	292,217.79	40,196.40	(85,653.35)	39.63	(157.05)	87.78
	BEG. FUND BALANCE	762,813.36	762,813.36	470,595.57	762,813.36				
	END FUND BALANCE	717,199.36	717,199.36	762,813.36	803,009.76				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 209 - CCT OPEN SPACE			
209-000-001-100	CASH -CHEM	200,110.24	
209-000-003-015	CD - COMMUNITY WEST CR UN/M 10/15/16	250,001.00	
209-000-015-005	MONEY MARKET LAKE MICH CR UN HOMEYER	352,898.52	
209-000-390-000	FUND BALANCE - RESTRICTED		294,940.77
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		288,885.03
209-000-401-410	PERSONAL PROPERTY TAX		29,042.22
209-000-401-412	DELINQUENT TAXES-LEVY		1,976.30
209-000-401-437	ABATEMENT TAXES-LEVY		2,853.53
209-000-401-445	INTEREST & PENALTIES ON TAXES		46.93
209-000-665-000	INTEREST ON INVESTMENTS		368.32
209-000-665-408	INTEREST ON HOMEYER FUND		1,025.93
209-751-921-000	ELECTRICITY	833.69	
209-751-927-000	WATER-SEWER	130.82	
209-751-935-000	PARK MAINTENANCE	877.24	
209-751-950-000	TAX REFUNDS	99.48	
209-990-992-001	BOND PRINICIPAL PAYMENT	210,000.00	
209-990-996-001	INTEREST AND FEES BA 2009	72,060.63	
Total Fund 209 - CCT OPEN SPACE		1,087,011.62	1,087,011.62

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

GL Number	Description	Balance
Fund 209 - CCT OPEN SPACE		
*** Assets ***		
209-000-001-100	CASH -CHEM	200,110.24
209-000-003-015	CD - COMMUNITY WEST CR UN/M 10/15/16	250,001.00
209-000-015-005	MONEY MARKET LAKE MICH CR UN HOMEYER	352,898.52
	Total Assets	803,009.76
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
209-000-390-000	FUND BALANCE - RESTRICTED	294,940.77
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
	Total Fund Balance	762,813.36
	Beginning Fund Balance	762,813.36
	Net of Revenues VS Expenditures	40,196.40
	Ending Fund Balance	803,009.76
	Total Liabilities And Fund Balance	803,009.76

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)		
Fund 211 - DAM MAJOR REPAIR FUND									
Revenues									
Dept 000									
211-000-665-000	INTEREST REVENUE	900.00	900.00	948.16	671.17	228.83	105.00	0.00	74.57
211-000-675-000	CONTRIBUTIONS	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00
211-000-699-101	TRANSFERS FROM GENERAL FUND	40,000.00	40,000.00	40,000.00	30,000.00	10,000.00	0.00	0.00	75.00
Total Dept 000		45,900.00	45,900.00	45,948.16	35,671.17	10,228.83	105.00	0.00	77.71
TOTAL Revenues		45,900.00	45,900.00	45,948.16	35,671.17	10,228.83	105.00	0.00	77.71
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	9,733.00	10,267.00	9,733.00	0.00	48.67
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	9,733.00	15,267.00	9,733.00	0.00	38.93
TOTAL Expenditures		25,000.00	25,000.00	0.00	9,733.00	15,267.00	9,733.00	0.00	38.93
Fund 211 - DAM MAJOR REPAIR FUND:									
TOTAL REVENUES		45,900.00	45,900.00	45,948.16	35,671.17	10,228.83	105.00	0.00	77.71
TOTAL EXPENDITURES		25,000.00	25,000.00	0.00	9,733.00	15,267.00	9,733.00	0.00	38.93
NET OF REVENUES & EXPENDITURES		20,900.00	20,900.00	45,948.16	25,938.17	(5,038.17)	(9,628.00)	0.00	124.11
BEG. FUND BALANCE		524,114.57	524,114.57	478,166.41	524,114.57				
END FUND BALANCE		545,014.57	545,014.57	524,114.57	550,052.74				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

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	238,116.88	
211-000-390-000	FUND BALANCE - RESTRICTED		274,114.57
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12		250,000.00
211-000-665-000	INTEREST REVENUE		671.17
211-000-675-000	CONTRIBUTIONS		5,000.00
211-000-699-101	TRANSFERS FROM GENERAL FUND		30,000.00
211-901-980-000	EXPENSES/DAM MAJOR REPAIR	9,733.00	
Total Fund 211 - DAM MAJOR REPAIR FUND		559,785.74	559,785.74

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

<u>GL Number</u>	<u>Description</u>	<u>Balance</u>
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	238,116.88
	Total Assets	<u>550,052.74</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
211-000-390-000	FUND BALANCE - RESTRICTED	274,114.57
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12	250,000.00
	Total Fund Balance	<u>524,114.57</u>
	Beginning Fund Balance	524,114.57
	Net of Revenues VS Expenditures	25,938.17
	Ending Fund Balance	<u>550,052.74</u>
	Total Liabilities And Fund Balance	<u>550,052.74</u>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP

PERIOD ENDING 08/31/2016

% Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
Fund 216 - PATHWAYS FUND										
Revenues										
Dept 000										
216-000-401-402	TAX LEVY	499,950.00	499,950.00	482,726.49	500,550.56	(600.56)	0.00	0.00	100.12	
216-000-401-410	PERSONAL PROPERTY TAX	53,665.00	53,665.00	46,653.20	50,319.29	3,345.71	0.00	0.00	93.77	
216-000-401-412	DELINQUENT TAX LEVY	2,500.00	2,500.00	3,898.29	3,424.18	(924.18)	0.00	0.00	136.97	
216-000-401-437	ABATEMENT TAXES-LEVY	5,080.00	5,080.00	5,021.63	4,944.24	135.76	0.00	0.00	97.33	
216-000-401-445	PENALTIES & INTEREST ON TAX	125.00	125.00	108.89	81.40	43.60	0.00	0.00	65.12	
216-000-665-000	INTEREST REVENUE	1,000.00	1,000.00	13,018.81	890.98	109.02	145.39	0.00	89.10	
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	0.00	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	551,427.31	560,210.65	2,109.35	145.39	0.00	99.62	
TOTAL Revenues		562,320.00	562,320.00	551,427.31	560,210.65	2,109.35	145.39	0.00	99.62	
Expenditures										
Dept 758-PATHWAYS										
216-758-728-000	OPERATING SUPPLIES	8,000.00	8,000.00	6,583.58	2,081.17	5,918.83	0.00	0.00	26.01	
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	5,460.50	29,539.50	1,553.00	0.00	15.60	
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	56,984.10	1,221.58	68,286.41	154.71	492.01	2.45	
216-758-950-000	PROPERTY TAX REFUNDS	400.00	400.00	298.43	172.37	227.63	0.00	0.00	43.09	
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	66,566.41	8,935.62	103,972.37	1,707.71	492.01	8.31	
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	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
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	
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	4,790.01	4,916.99	0.00	0.00	49.35	
Total Dept 990-DEBT SERVICE		259,707.00	259,707.00	527,975.20	4,790.01	254,916.99	0.00	0.00	1.84	
TOTAL Expenditures		373,107.00	373,107.00	601,516.61	13,725.63	358,889.36	1,707.71	492.01	3.81	
Fund 216 - PATHWAYS FUND:										
TOTAL REVENUES		562,320.00	562,320.00	551,427.31	560,210.65	2,109.35	145.39	0.00	99.62	
TOTAL EXPENDITURES		373,107.00	373,107.00	601,516.61	13,725.63	358,889.36	1,707.71	492.01	3.81	
NET OF REVENUES & EXPENDITURES		189,213.00	189,213.00	(50,089.30)	546,485.02	(356,780.01)	(1,562.32)	(492.01)	288.56	
BEG. FUND BALANCE		707,924.70	707,924.70	758,014.00	707,924.70					
END FUND BALANCE		897,137.70	897,137.70	707,924.70	1,254,409.72					

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

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	730,082.19	
216-000-390-000	FUND BALANCE - RESTRICTED		507,924.70
216-000-391-001	FUND BALANCE - COMMITTED - PP TAX 2012		200,000.00
216-000-401-402	TAX LEVY		500,550.56
216-000-401-410	PERSONAL PROPERTY TAX		50,319.29
216-000-401-412	DELINQUENT TAX LEVY		3,424.18
216-000-401-437	ABATEMENT TAXES-LEVY		4,944.24
216-000-401-445	PENALTIES & INTEREST ON TAX		81.40
216-000-665-000	INTEREST REVENUE		890.98
216-758-728-000	OPERATING SUPPLIES	2,081.17	
216-758-821-100	ENGINEERING	5,460.50	
216-758-931-000	MAINT & REPAIR	1,221.58	
216-758-950-000	PROPERTY TAX REFUNDS	172.37	
216-990-996-207	BOND INTEREST- 2012 REFINANCE	4,790.01	
Total Fund 216 - PATHWAYS FUND		1,268,135.35	1,268,135.35

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

<u>GL Number</u>	<u>Description</u>	<u>Balance</u>
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	730,082.19
	Total Assets	<u>1,254,409.72</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
216-000-390-000	FUND BALANCE - RESTRICTED	507,924.70
216-000-391-001	FUND BALANCE - COMMITTED - PP TAX 2012	200,000.00
	Total Fund Balance	<u>707,924.70</u>
	Beginning Fund Balance	707,924.70
	Net of Revenues VS Expenditures	546,485.02
	Ending Fund Balance	<u>1,254,409.72</u>
	Total Liabilities And Fund Balance	<u>1,254,409.72</u>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR	ENCUMBERED	% BDGT	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			YEAR-TO-DATE
Fund 246 - IRF										
Revenues										
Dept 000										
246-000-630-000	HOOKUP FEES	200,000.00	200,000.00	730,240.00	127,754.00	72,246.00	5,500.00	0.00	63.88	
246-000-665-000	INTEREST ON INVESTMENTS	3,000.00	3,000.00	11,515.93	1,200.77	1,799.23	133.29	0.00	40.03	
246-000-669-000	INT & P S/A-ORDINANCE	4,500.00	4,500.00	6,840.82	4,151.31	348.69	0.00	0.00	92.25	
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 #285	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	(1,571.55)	1,571.55	0.00	0.00	100.00	
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	
	INT & P S/A ORDINANCE-MARACAIBO									
246-000-669-889	SHORES	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	21,085.07	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 #285	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	17,461.80	(5,820.60)	5,820.60	0.00	0.00	100.00	
246-000-672-888	FOREST SHORES SPECIAL ASSESSMENT	940.00	940.00	0.00	0.00	940.00	0.00	0.00	0.00	
	S/A REV ORDINANCE- MARACAIBO									
246-000-672-889	SHORE 25R	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	
	CONTRIBUTION-5680 KRAFT 8"									
246-000-680-250	LATERAL	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	
	TRANSFER FROM MARACAIBO									
246-000-699-889	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	818,145.17	125,713.93	110,031.07	5,633.29	0.00	53.33	
TOTAL Revenues		235,745.00	235,745.00	818,145.17	125,713.93	110,031.07	5,633.29	0.00	53.33	
Expenditures										
Dept 295-ADMINISTRATIVE										
246-295-821-000	ADMIN ENGINEERING COSTS	90,000.00	90,000.00	18,701.00	77,323.11	12,676.89	4,089.00	0.00	85.91	
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	
246-295-964-110	STEELCASE SEWER PAYBACK	0.00	0.00	0.00	60,486.84	(60,486.84)	0.00	0.00	100.00	
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	137,809.95	(24,309.95)	4,089.00	0.00	121.42	
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	
	BURTON ST S&W ENG									
246-440-823-000	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	
	BURTON STREET S&W									
246-440-980-000	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	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR		% BDGT	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)	ENCUMBERED YEAR-TO-DATE		USED
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	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	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	0.00
Total Dept 448-STREET LIGHTS		0.00	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	0.00
Total Dept 449-28TH STREET FORCEMAIN		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	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	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	0.00
246-455-890-000		0.00	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	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	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	0.00
	ENGINEERING - NORTH CENTRAL									
246-901-821-243	PRESSURE PRJ	15,000.00	15,000.00	4,611.26	0.00	15,000.00	0.00	0.00	0.00	0.00
	ENG CONST-TAMMARRON/LARAWAY									
246-901-821-250	IM	0.00	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	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	0.00
246-901-972-240	KRAFT SEWER	0.00	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	256,645.12	43,354.88	1,886.63	0.00	85.55	0.00
246-901-973-240	KRAFT WATER	0.00	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	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	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	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	0.00
Total Dept 901-CAPITAL OUTLAY		315,000.00	315,000.00	4,611.26	256,645.12	58,354.88	1,886.63	0.00	81.47	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	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	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	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	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	0.00
Total Dept 906-DEBT SERVICE		0.00	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	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	0.00
Total Dept 965-TRANSFERS OUT		0.00	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	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	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	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	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	0.00
246-990-996-201	BOND INTEREST -2012 REFINANCE	4,040.00	4,040.00	5,298.30	1,956.49	2,083.51	0.00	0.00	0.00	48.43
Total Dept 990-DEBT SERVICE		80,040.00	80,040.00	79,298.30	1,956.49	78,083.51	0.00	0.00	0.00	2.44
TOTAL Expenditures		508,540.00	508,540.00	176,780.19	396,411.56	112,128.44	5,975.63	0.00	77.95	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
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GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR	ENCUMBERED	% BDGT
		ORIGINAL	2016	12/31/2015	08/31/2016		MONTH 08/31/16		
		BUDGET	AMENDED BUDGET	NORM (ABNORM)	NORM (ABNORM)	BALANCE	INCR (DECR)	YEAR-TO-DATE	USED
Fund 246 - IRF:									
TOTAL REVENUES		235,745.00	235,745.00	818,145.17	125,713.93	110,031.07	5,633.29	0.00	53.33
TOTAL EXPENDITURES		508,540.00	508,540.00	176,780.19	396,411.56	112,128.44	5,975.63	0.00	77.95
NET OF REVENUES & EXPENDITURES		(272,795.00)	(272,795.00)	641,364.98	(270,697.63)	(2,097.37)	(342.34)	0.00	99.23
BEG. FUND BALANCE		1,822,857.57	1,822,857.57	1,181,492.59	1,822,857.57				
END FUND BALANCE		1,550,062.57	1,550,062.57	1,822,857.57	1,552,159.94				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

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 M	500,000.00	
246-000-015-004	MONEY MARKET - CHEMICAL BANK	137,983.02	
246-000-015-005	IRF MM LAKE MICH CR UN	302,108.21	
246-000-030-001	S/A ORDINANCE RECEIVABLE	10,095.11	
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61	
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	46,564.90	
246-000-030-099	S/A RECEIVABLE-INACTIVE-SEWER	1,186,488.52	
246-000-030-100	S/A RECEIVABLE-INACTIVE-WATER	2,237,323.30	
246-000-040-001	ACCOUNTS RECEIVABLE-ORDINANCE	1,759.15	
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE		1,204.95
246-000-339-000	DEFERRED REVENUE-ORDINANCE		305,910.21
246-000-339-001	DEFERRED REV-INACTIVE-SEWER		1,234,488.52
246-000-339-002	DEFERRED REV-INACTIVE-WATER		2,256,823.30
246-000-339-011	DEFERRED REVENUE- OAK TERRACE		46,564.90
246-000-390-000	FUND BALANCE - RESTRICTED		1,822,857.57
246-000-630-000	HOOKUP FEES		127,754.00
246-000-665-000	INTEREST ON INVESTMENTS		1,200.77
246-000-669-000	INT & P S/A-ORDINANCE		4,151.31
246-000-669-011	INT & P S/A OAK TERRACE	1,571.55	
246-000-672-011	S/A REVENUE - OAK TERRACE	5,820.60	
246-295-821-000	ADMIN ENGINEERING COSTS	77,323.11	
246-295-964-110	STEELCASE SEWER PAYBACK	60,486.84	
246-901-972-300	BURTON/CASCADE PV PROJECT	256,645.12	
246-990-996-201	BOND INTEREST -2012 REFINANCE	1,956.49	
Total Fund 246 - IRF		5,800,955.53	5,800,955.53

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

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 M	500,000.00
246-000-015-004	MONEY MARKET - CHEMICAL BANK	137,983.02
246-000-015-005	IRF MM LAKE MICH CR UN	302,108.21
246-000-030-001	S/A ORDINANCE RECEIVABLE	10,095.11
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	274,829.61
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	46,564.90
246-000-030-099	S/A RECEIVABLE-INACTIVE-SEWER	1,186,488.52
246-000-030-100	S/A RECEIVABLE-INACTIVE-WATER	2,237,323.30
246-000-040-001	ACCOUNTS RECEIVABLE-ORDINANCE	1,759.15
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE	(1,204.95)
	Total Assets	5,395,946.87
*** Liabilities ***		
246-000-339-000	DEFERRED REVENUE-ORDINANCE	305,910.21
246-000-339-001	DEFERRED REV-INACTIVE-SEWER	1,234,488.52
246-000-339-002	DEFERRED REV-INACTIVE-WATER	2,256,823.30
246-000-339-011	DEFERRED REVENUE- OAK TERRACE	46,564.90
	Total Liabilities	3,843,786.93
*** Fund Balance ***		
246-000-390-000	FUND BALANCE - RESTRICTED	1,822,857.57
	Total Fund Balance	1,822,857.57
	Beginning Fund Balance	1,822,857.57
	Net of Revenues VS Expenditures	(270,697.63)
	Ending Fund Balance	1,552,159.94
	Total Liabilities And Fund Balance	5,395,946.87

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR	ENCUMBERED	% BDGT
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)				
<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	0.00	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	0.00	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	0.00	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	0.00	0.00	98.59
248-000-665-000	INTEREST REVENUE	8,000.00	8,000.00	11,841.64	6,179.24	1,820.76	20.51	0.00	77.24
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	8,518.00	(8,518.00)	0.00	0.00	100.00
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 CRUISE WU	3,000.00	3,000.00	4,034.89	18,750.00	(15,750.00)	2,750.00	0.00	625.00
248-000-675-310	DDA CONTRIBUTION & DONATION- SCULPTURE	0.00	0.00	0.00	10,000.00	(10,000.00)	0.00	0.00	100.00
248-000-676-000	INSURANCE REIMBURSEMENT	0.00	0.00	6,013.00	406.00	(406.00)	406.00	0.00	100.00
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
<b>Total Dept 000</b>		<b>604,400.00</b>	<b>604,400.00</b>	<b>568,527.01</b>	<b>327,748.05</b>	<b>276,651.95</b>	<b>3,176.51</b>	<b>0.00</b>	<b>54.23</b>
<b>TOTAL Revenues</b>		<b>604,400.00</b>	<b>604,400.00</b>	<b>568,527.01</b>	<b>327,748.05</b>	<b>276,651.95</b>	<b>3,176.51</b>	<b>0.00</b>	<b>54.23</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	270.00	400.00	0.00	270.00	57.45
248-170-724-000	DDA - EDUCATION	2,000.00	2,000.00	0.00	130.00	1,870.00	0.00	0.00	6.50
248-170-787-000	OTHER EXPENSES	10,000.00	10,000.00	8,275.77	261.13	9,738.87	18.87	0.00	2.61
248-170-821-000	ENGINEERING	10,000.00	10,000.00	3,350.00	218.85	9,781.15	0.00	0.00	2.19
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	160.00	3,840.00	0.00	0.00	4.00
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	60.40	339.60	0.00	0.00	15.10
248-170-861-100	BUS SERVICE 28TH ST	102,800.00	102,800.00	0.00	47,951.40	0.00	7,991.90	54,848.60	100.00
248-170-921-000	ELECTRICITY	27,000.00	27,000.00	24,989.49	13,163.07	13,836.93	1,549.72	0.00	48.75
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	328.37	521.63	66.08	0.00	38.63
248-170-927-000	WATER-SEWER	6,500.00	6,500.00	2,601.45	1,428.46	5,071.54	1,390.28	0.00	21.98
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	37,800.00	37,800.00	22,023.85	8,996.38	27,540.88	(6,852.27)	1,262.74	27.14
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	8,000.00	8,000.00	8,817.14	21,699.26	(20,623.60)	17,519.74	6,924.34	357.80
248-170-950-000	DDA PROPERTY TAX REFUNDS	10,000.00	10,000.00	11,665.54	4,504.02	5,495.98	0.00	0.00	45.04
248-170-967-000	SPECIAL PROJECTS	40,000.00	40,000.00	1,000.00	12,141.83	23,641.50	4,771.11	4,216.67	40.90
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 ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-300	STREETSCAPE DESIGN-CENTENNIAL PK CENT PARK SIDEWALK/STREETSCAPE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-350	P#2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-976-400	STREETSCAPE DESIGN - 28TH ST MEDIAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-000	VAR CONSTRUCTION/DAM MAJOR REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-100	SIDEWALK CONSTRUCTION S/SIDE (28TH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-170-980-200	SIDEWALK CONSTRUCTION CASCADE RD	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

P.5 46

09/12/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED	ACTIVITY FOR	ENCUMBERED	% BDGT	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			YEAR-TO-DATE
248-170-980-400	SIDEWALK CONST - 28TH ST MEDIAN	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 ST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-170-981-300	CONST ENGINEERING - CENTENNIAL PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-170-981-350	CENT PARK- SIDEWALK ENGINEERING PH2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-170-981-400	CONST ENGINEERING - 28TH ST MEDIAN	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	
<b>Total Dept 170-DDA OPERATIONS/CONSTRUCTION</b>		<b>266,790.00</b>	<b>266,790.00</b>	<b>96,459.52</b>	<b>111,313.17</b>	<b>87,954.48</b>	<b>26,455.43</b>	<b>67,522.35</b>	<b>67.03</b>	
Dept 901-CAPITAL OUTLAY										
248-901-821-051	ENGINEERING- MUSEUM GARDENS ENGINEERING-OLD 28TH STREE	0.00	0.00	41,280.09	1,242.90	(1,242.90)	0.00	0.00	100.00	
248-901-821-052	REALIGNMENT ENGINEER-MILLAGE AREA MID-BLOCK	0.00	0.00	5,604.00	0.00	0.00	0.00	0.00	0.00	
248-901-821-053	CROSSING ENGINEERING- ENHANCED	0.00	0.00	677.00	682.00	(682.00)	0.00	0.00	100.00	
248-901-821-054	INTERSECTIONS	0.00	0.00	144,648.42	5,815.50	(5,815.50)	390.00	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	1,783.50	18,216.50	82.50	0.00	8.92	
248-901-974-051	MUSEUM GARDENS PROJECT	15,000.00	15,000.00	275,998.70	67,214.58	(52,214.58)	0.00	0.00	448.10	
248-901-974-052	OLD 28TH ST REALIGNMENT	0.00	0.00	77,019.84	14,980.16	(14,980.16)	14,980.16	0.00	100.00	
248-901-974-053	CAP OUT-VILLAGE AREA MID-BLOCK CROSSING	0.00	0.00	160,000.00	52,167.61	(52,167.61)	0.00	0.00	100.00	
248-901-974-054	CAPITAL OUTLAY- ENHANCED INTERSECTION	5,000.00	5,000.00	1,164,551.10	13,000.00	(8,000.00)	0.00	0.00	260.00	
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 EQUIPMENT	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 II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-901-981-300	CONST ENGINEERING - CENTENNIAL PARK II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Dept 901-CAPITAL OUTLAY</b>		<b>40,000.00</b>	<b>40,000.00</b>	<b>1,869,779.15</b>	<b>156,886.25</b>	<b>(116,886.25)</b>	<b>15,452.66</b>	<b>0.00</b>	<b>392.22</b>	
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	
<b>Total Dept 965-TRANSFERS OUT</b>		<b>94,340.00</b>	<b>94,340.00</b>	<b>94,340.00</b>	<b>0.00</b>	<b>94,340.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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	7,888.50	7,888.50	0.00	0.00	50.00	
<b>Total Dept 990-DEBT SERVICE</b>		<b>106,777.00</b>	<b>106,777.00</b>	<b>106,957.50</b>	<b>7,888.50</b>	<b>98,888.50</b>	<b>0.00</b>	<b>0.00</b>	<b>7.39</b>	
<b>TOTAL Expenditures</b>		<b>507,907.00</b>	<b>507,907.00</b>	<b>2,167,536.17</b>	<b>276,087.92</b>	<b>164,296.73</b>	<b>41,908.09</b>	<b>67,522.35</b>	<b>67.65</b>	
Fund 248 - DDA:										
TOTAL REVENUES		604,400.00	604,400.00	568,527.01	327,748.05	276,651.95	3,176.51	0.00	54.23	
TOTAL EXPENDITURES		507,907.00	507,907.00	2,167,536.17	276,087.92	164,296.73	41,908.09	67,522.35	67.65	
NET OF REVENUES & EXPENDITURES		96,493.00	96,493.00	(1,599,009.16)	51,660.13	112,355.22	(38,731.58)	(67,522.35)	16.44	
BEG. FUND BALANCE		329,814.49	329,814.49	1,928,823.65	329,814.49					
END FUND BALANCE		426,307.49	426,307.49	329,814.49	381,474.62					

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 248 - DDA			
248-000-003-016	CD-OPTION ONE CR UN	200,000.00	
248-000-015-004	MONEY MARKET - CHEMICAL BANK	151,817.58	
248-000-015-005	M/M LAKE MICH CR UN 0001026578	17,199.04	
248-000-015-010	OPTION 1 CR UN-MM	5.00	
248-000-040-000	ACCOUNTS RECEIVABLE	12,453.00	
248-000-390-000	FUND BALANCE - RESTRICTED		329,814.49
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		6,179.24
248-000-671-683	REIMBURSEMENTS/REFUNDS		8,518.00
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE WU		18,750.00
248-000-675-310	DDA CONTRIBUTION & DONATION-SCULPTURE		10,000.00
248-000-676-000	INSURANCE REIMBURSEMENT		406.00
248-170-723-000	DDA - MEMBERSHIP AND DUES	270.00	
248-170-724-000	DDA - EDUCATION	130.00	
248-170-787-000	OTHER EXPENSES	261.13	
248-170-821-000	ENGINEERING	218.85	
248-170-826-265	LEGAL	160.00	
248-170-860-000	DDA - MILEAGE	60.40	
248-170-861-100	BUS SERVICE 28TH ST	47,951.40	
248-170-921-000	ELECTRICITY	13,163.07	
248-170-924-100	CELL PHONES	328.37	
248-170-927-000	WATER-SEWER	1,428.46	
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	8,996.38	
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	21,699.26	
248-170-950-000	DDA PROPERTY TAX REFUNDS	4,504.02	
248-170-967-000	SPECIAL PROJECTS	12,141.83	
248-901-821-051	ENGINEERING- MUSEUM GARDENS	1,242.90	
248-901-821-053	ENGINEER-MILLAGE AREA MID-BLOCK CROSSING	682.00	
248-901-821-054	ENGINEERING- ENHANCED INTERSECTIONS	5,815.50	
248-901-974-000	CAPITAL OUTLAY - LANDIMP	1,783.50	
248-901-974-051	MUSEUM GARDENS PROJECT	67,214.58	
248-901-974-052	OLD 28TH ST REALIGNMENT	14,980.16	
248-901-974-053	CAP OUT-VILLAGE AREA MID-BLOCK CROSSING	52,167.61	
248-901-974-054	CAPITAL OUTLAY- ENHANCED INTERSECTION	13,000.00	
248-990-996-003	MUN BOND 2010 / INT & FEES	7,888.50	
Total Fund 248 - DDA		658,757.72	658,757.72

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

<u>GL Number</u>	<u>Description</u>	<u>Balance</u>
Fund 248 - DDA		
*** Assets ***		
248-000-003-016	CD-OPTION ONE CR UN	200,000.00
248-000-015-004	MONEY MARKET - CHEMICAL BANK	151,817.58
248-000-015-005	M/M LAKE MICH CR UN 0001026578	17,199.04
248-000-015-010	OPTION 1 CR UN-MM	5.00
248-000-040-000	ACCOUNTS RECEIVABLE	12,453.00
	Total Assets	<u>381,474.62</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
248-000-390-000	FUND BALANCE - RESTRICTED	329,814.49
	Total Fund Balance	<u>329,814.49</u>
	Beginning Fund Balance	329,814.49
	Net of Revenues VS Expenditures	51,660.13
	Ending Fund Balance	<u>381,474.62</u>
	Total Liabilities And Fund Balance	<u>381,474.62</u>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
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	96,629.24	33,370.76	6,621.00	0.00	74.33	
249-000-607-484	CASCADE TWP BLDG RES PERMITS	95,000.00	95,000.00	94,835.00	67,899.00	27,101.00	10,419.00	0.00	71.47	
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	70,000.00	70,000.00	105,856.00	52,391.00	17,609.00	10,715.00	0.00	74.84	
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	80,000.00	80,000.00	116,960.25	67,023.50	12,976.50	11,906.00	0.00	83.78	
249-000-607-487	CASCADE TWP PLUMBING PERMITS	55,000.00	55,000.00	61,509.00	26,144.00	28,856.00	4,317.00	0.00	47.53	
249-000-607-488	CASCADE TWP PLAN REVIEWS	85,000.00	85,000.00	110,484.00	56,791.00	28,209.00	7,055.00	0.00	66.81	
249-000-607-490	CASCADE TWP CONTRACTOR REG	8,000.00	8,000.00	7,110.00	9,060.00	(1,060.00)	1,275.00	0.00	113.25	
249-000-607-500	LOWELL TWP BUILDING PERMITS	21,000.00	21,000.00	19,938.50	24,245.00	(3,245.00)	4,700.00	0.00	115.45	
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	8,000.00	8,000.00	9,156.00	9,464.00	(1,464.00)	2,218.00	0.00	118.30	
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	8,000.00	8,000.00	10,505.00	8,508.25	(508.25)	1,090.00	0.00	106.35	
249-000-607-503	LOWELL TWP PLUMBING PERMITS	6,000.00	6,000.00	5,768.00	6,108.00	(108.00)	1,130.00	0.00	101.80	
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	8,000.00	8,000.00	9,969.00	7,551.00	449.00	696.00	0.00	94.39	
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS	7,000.00	7,000.00	9,350.00	7,419.00	(419.00)	150.00	0.00	105.99	
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	8,000.00	8,000.00	5,592.00	4,942.00	3,058.00	706.00	0.00	61.78	
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	67,363.00	12,637.00	6,463.00	0.00	84.20	
249-000-607-521	ADA TWP PLUMBING PERMITS	30,000.00	30,000.00	29,413.00	20,565.00	9,435.00	2,187.00	0.00	68.55	
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	31,156.00	3,844.00	3,794.00	0.00	89.02	
249-000-607-524	ADA TWP MECHANICAL PERMITS	35,000.00	35,000.00	47,594.75	39,288.00	(4,288.00)	6,445.00	0.00	112.25	
249-000-607-531	GR TWP BUILDING PERMITS	105,000.00	105,000.00	109,932.25	79,756.00	25,244.00	9,213.00	0.00	75.96	
249-000-607-532	GR TWP ELECTRICAL PERMITS	50,000.00	50,000.00	46,019.00	33,346.00	16,654.00	3,433.00	0.00	66.69	
249-000-607-533	GR TWP MECHANICAL PERMITS	58,000.00	58,000.00	58,209.50	42,809.00	15,191.00	6,532.00	0.00	73.81	
249-000-607-534	GR TWP PLUMBING PERMITS	38,000.00	38,000.00	32,704.00	19,822.00	18,178.00	2,753.00	0.00	52.16	
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	32,270.00	23,730.00	3,722.00	0.00	57.63	
249-000-607-537	EAST GR ELECTRICAL PERMITS	32,000.00	32,000.00	37,295.00	23,008.00	8,992.00	3,630.00	0.00	71.90	
249-000-607-538	EAST GR MECHANICAL PERMITS	40,000.00	40,000.00	42,213.75	26,056.00	13,944.00	4,145.00	0.00	65.14	
249-000-607-539	EAST GR PLUMBING PERMITS	24,000.00	24,000.00	27,994.00	16,383.00	7,617.00	2,263.00	0.00	68.26	
249-000-607-540	EAST GR SPECIAL BILLING	0.00	0.00	0.00	55.00	(55.00)	0.00	0.00	100.00	
249-000-607-541	EAST GR-RENTAL INSP	4,000.00	4,000.00	2,450.00	3,250.00	750.00	0.00	0.00	81.25	
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	45,936.00	16,064.00	5,132.00	0.00	74.09	
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	84,000.00	84,000.00	95,069.05	61,221.00	22,779.00	9,553.00	0.00	72.88	
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	42,000.00	42,000.00	48,456.00	31,784.00	10,216.00	4,519.00	0.00	75.68	
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	11,501.00	6,499.00	1,634.00	0.00	63.89	
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS	7,000.00	7,000.00	7,347.00	5,866.00	1,134.00	1,348.00	0.00	83.80	
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMITS	5,000.00	5,000.00	5,160.00	5,250.00	(250.00)	1,860.00	0.00	105.00	
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS	5,000.00	5,000.00	4,653.00	3,907.00	1,093.00	385.00	0.00	78.14	
249-000-665-000	INTEREST REVENUE	18,850.00	18,850.00	11,583.47	110.14	18,739.86	10.86	0.00	0.58	
249-000-671-671	MISCELLANEOUS INCOME	1,000.00	1,000.00	1,865.50	1,269.00	(269.00)	200.00	0.00	126.90	
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 REIMBURSEMENT	0.00	0.00	0.00	100.00	(100.00)	0.00	0.00	100.00	
249-000-676-000	INSURANCE/ELECTION	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	1,046,246.13	374,603.87	142,219.86	0.00	73.64	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
<b>TOTAL Revenues</b>		1,420,850.00	1,420,850.00	1,727,019.37	1,046,246.13	374,603.87	142,219.86	0.00	73.64	
<b>Expenditures</b>										
<b>Dept 371-BUILDING DEPARTMENT</b>										
249-371-703-000	DIRECTOR OF INSPECTIONS	84,980.00	84,980.00	73,135.33	55,577.22	29,402.78	6,536.84	0.00	65.40	
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	62,263.95	41,081.01	21,748.99	4,833.06	0.00	65.38	
249-371-706-302	BLDG INSPECTOR - JB	62,484.00	62,484.00	61,921.41	40,854.91	21,629.09	4,806.46	0.00	65.38	
249-371-706-303	BLDG INSPECTOR - WB	65,127.00	65,127.00	64,539.97	42,582.62	22,544.38	5,009.72	0.00	65.38	
249-371-706-304	BLDG INSPECTOR - DH	67,141.00	67,141.00	67,116.09	43,899.61	23,241.39	5,164.66	0.00	65.38	
249-371-706-305	BLDG INSPECTOR - JV/VM	62,485.00	62,485.00	61,921.41	40,854.91	21,630.09	4,806.46	0.00	65.38	
249-371-706-306	BLDG INSPECTOR / PT - SB	59,944.00	59,944.00	47,517.15	39,194.18	20,749.82	4,611.08	0.00	65.38	
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	54,916.22	37,362.77	19,780.23	4,395.62	0.00	65.38	
249-371-706-400	BUILDING CLERICAL I	39,032.00	39,032.00	36,667.84	25,527.25	13,504.75	3,003.20	0.00	65.40	
249-371-706-401	BUILDING CLERICAL II-JC	16,900.00	16,900.00	13,771.34	9,906.20	6,993.80	1,245.75	0.00	58.62	
249-371-706-402	BUILDING CLERICAL PART-TIME KH	16,900.00	16,900.00	13,408.82	9,655.67	7,244.33	1,420.27	0.00	57.13	
249-371-706-500	BLDG ADDITIONAL HELP	28,000.00	28,000.00	16,562.51	7,677.12	20,322.88	1,085.00	0.00	27.42	
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	1,330.00	1,870.00	60.00	0.00	41.56	
249-371-724-000	EDUCATION	6,000.00	6,000.00	1,958.73	3,125.84	2,874.16	1,200.00	0.00	52.10	
249-371-727-000	SUPPLIES	8,500.00	8,500.00	2,762.94	3,378.21	3,272.84	44.53	1,848.95	61.50	
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	0.00	4,000.00	45.67	
249-371-768-000	DEPARTMENT UNIFORMS	3,900.00	3,900.00	2,366.06	2,030.11	1,869.89	87.00	0.00	52.05	
249-371-787-000	OTHER EXPENSES	1,600.00	1,600.00	514.15	182.39	1,417.61	0.00	0.00	11.40	
249-371-787-200	OTHER EXPENSES- CREDIT CARD FEES	12,000.00	12,000.00	11,011.80	6,661.12	5,338.88	1,191.28	0.00	55.51	
249-371-807-000	AUDIT FEES & SERVICES	1,300.00	1,300.00	750.00	895.00	405.00	0.00	0.00	68.85	
249-371-810-000	INSURANCE	5,800.00	5,800.00	6,346.00	6,612.90	(812.90)	0.00	0.00	114.02	
249-371-826-000	LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SPACE STUDY-ARCH DEV/PLANNING										
249-371-827-100	MICROFILM	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	34,397.46	19,602.54	4,309.20	0.00	63.70	
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	170.16	329.84	27.00	0.00	34.03	
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	645.47	1,154.53	106.45	0.00	35.86	
249-371-924-100	CELL PHONES	5,500.00	5,500.00	5,652.28	4,262.26	1,237.74	531.85	0.00	77.50	
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	6,000.00	6,000.00	0.00	114.94	5,885.06	0.00	0.00	1.92	
249-371-939-000	SERVICE CONTRACTS	12,000.00	12,000.00	9,903.53	6,430.86	4,500.00	1,482.19	1,069.14	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	450.00	550.00	0.00	0.00	45.00	
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	
ADMIN HOOKUP REFUNDS/PERMITS										
249-371-964-100	DUE LOWELL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

09/12/2016 REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
DECORATIONS/PERMITS DUE										
249-371-964-200	VERGENNES	0.00	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	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	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	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	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	0.00
249-371-981-000	SMALL EQUIPMENT/FURNITURE	6,000.00	6,000.00	5,056.09	765.37	2,234.63	0.00	3,000.00	62.76	
<b>Total Dept 371-BUILDING DEPARTMENT</b>		<b>787,816.00</b>	<b>787,816.00</b>	<b>712,534.21</b>	<b>465,735.56</b>	<b>312,162.35</b>	<b>55,957.62</b>	<b>9,918.09</b>	<b>60.38</b>	
Dept 850-BENEFITS/INSURANCE										
249-850-715-000	FICA-EMPLOYER	47,657.00	47,657.00	41,876.15	28,321.96	19,335.04	3,404.50	0.00	59.43	
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	0.00
249-850-718-000	VISION INSURANCE BENEFITS	1,391.00	1,391.00	1,214.40	809.60	581.40	101.20	0.00	58.20	
249-850-719-000	HEALTH INSURANCE BENEFITS	90,936.00	90,936.00	80,846.50	74,656.56	16,279.44	17,255.44	0.00	82.10	
249-850-719-100	OPT-OUT INSURANCE	2,000.00	2,000.00	1,500.00	1,000.00	1,000.00	0.00	0.00	50.00	
249-850-719-200	MI CLAIMS TAX- HEALTH	200.00	200.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00
249-850-720-000	LIFE & DISABILITY INSURANCE	4,803.00	4,803.00	4,013.76	2,675.84	2,127.16	0.00	0.00	55.71	
249-850-721-000	DENTAL INSURANCE BENEFITS	10,738.00	10,738.00	8,518.32	5,250.34	5,487.66	579.43	0.00	48.89	
249-850-721-200	MI CLAIMS TAX - DENTAL	200.00	200.00	71.69	88.56	111.44	3.97	0.00	44.28	
249-850-722-000	PENSION PLAN BENEFITS	56,117.00	56,117.00	204,286.24	37,269.40	18,847.60	4,472.11	0.00	66.41	
249-850-960-000	BLDG UNEMPLOYMENT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 850-BENEFITS/INSURANCE</b>		<b>224,068.00</b>	<b>224,068.00</b>	<b>353,758.87</b>	<b>150,072.26</b>	<b>73,995.74</b>	<b>25,816.65</b>	<b>0.00</b>	<b>66.98</b>	
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	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	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	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	0.00
<b>Total Dept 901-CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>11,579.00</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>
Dept 964-PAYMENTS TO OTHER TOWNSHIPS										
249-964-964-100	PERMITS DUE TO LOWELL TWP	8,600.00	8,600.00	8,958.10	7,837.45	762.55	880.60	0.00	91.13	
249-964-964-200	PERMITS DUE TO VERGENNES TWP	4,600.00	4,600.00	5,111.60	3,672.00	928.00	225.20	0.00	79.83	
249-964-964-300	PERMITS DUE TO GR TWP	50,200.00	50,200.00	49,327.95	30,771.20	19,428.80	4,367.60	0.00	61.30	
249-964-964-400	PERMITS DUE TO ADA TWP	36,000.00	36,000.00	43,581.70	27,843.40	8,156.60	3,074.85	0.00	77.34	
249-964-964-500	PERMITS DUE TO EAST GR	30,400.00	30,400.00	34,401.35	16,821.80	13,578.20	2,318.60	0.00	55.33	
249-964-964-600	PERMITS DUE PLAINFIELD	37,600.00	37,600.00	42,572.21	24,005.80	13,594.20	3,376.80	0.00	63.85	
249-964-964-700	PERMITS DUE CITY OF LOWELL	7,000.00	7,000.00	7,304.00	4,259.40	2,740.60	1,043.00	0.00	60.85	
249-964-964-800	PERMITS DUE CASCADE TWP	86,000.00	86,000.00	127,275.45	53,170.55	32,829.45	6,643.15	0.00	61.83	
<b>Total Dept 964-PAYMENTS TO OTHER TOWNSHIPS</b>		<b>260,400.00</b>	<b>260,400.00</b>	<b>318,532.36</b>	<b>168,381.60</b>	<b>92,018.40</b>	<b>21,929.80</b>	<b>0.00</b>	<b>64.66</b>	
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	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>0.00</b>
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	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	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>0.00</b>
<b>TOTAL Expenditures</b>		<b>1,272,284.00</b>	<b>1,272,284.00</b>	<b>1,396,404.44</b>	<b>784,189.42</b>	<b>478,176.49</b>	<b>103,704.07</b>	<b>9,918.09</b>	<b>62.42</b>	
Fund 249 - BUILDING FUND:										
<b>TOTAL REVENUES</b>		<b>1,420,850.00</b>	<b>1,420,850.00</b>	<b>1,727,019.37</b>	<b>1,046,246.13</b>	<b>374,603.87</b>	<b>142,219.86</b>	<b>0.00</b>	<b>73.64</b>	
<b>TOTAL EXPENDITURES</b>		<b>1,272,284.00</b>	<b>1,272,284.00</b>	<b>1,396,404.44</b>	<b>784,189.42</b>	<b>478,176.49</b>	<b>103,704.07</b>	<b>9,918.09</b>	<b>62.42</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>148,566.00</b>	<b>148,566.00</b>	<b>330,614.93</b>	<b>262,056.71</b>	<b>(103,572.62)</b>	<b>38,515.79</b>	<b>(9,918.09)</b>	<b>169.71</b>	
<b>BEG. FUND BALANCE</b>		<b>2,128,895.35</b>	<b>2,128,895.35</b>	<b>1,798,280.42</b>	<b>2,128,895.35</b>					
<b>END FUND BALANCE</b>		<b>2,277,461.35</b>	<b>2,277,461.35</b>	<b>2,128,895.35</b>	<b>2,390,952.06</b>					

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 249 - BUILDING FUND			
249-000-001-100	CASH - CHEM	337,990.91	
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	
249-000-003-030	CD - TALMER BANK & TRUST M4/28/2017	400,000.00	
249-000-204-000	ACCRUED PAYROLL		8,239.20
249-000-237-000	DUE TO IRF SW CONNECTIONS		1,100.00
249-000-390-000	FUND BALANCE - RESTRICTED		2,128,895.35
249-000-607-483	CASCADE TWP BLDG COM PERMITS		96,629.24
249-000-607-484	CASCADE TWP BLDG RES PERMITS		67,899.00
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS		52,391.00
249-000-607-486	CASCADE TWP MECHANICAL PERMITS		67,023.50
249-000-607-487	CASCADE TWP PLUMBING PERMITS		26,144.00
249-000-607-488	CASCADE TWP PLAN REVIEWS		56,791.00
249-000-607-490	CASCADE TWP CONTRACTOR REG		9,060.00
249-000-607-500	LOWELL TWP BUILDING PERMITS		24,245.00
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS		9,464.00
249-000-607-502	LOWELL TWP MECHANICAL PERMITS		8,508.25
249-000-607-503	LOWELL TWP PLUMBING PERMITS		6,108.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS		7,551.00
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS		7,419.00
249-000-607-516	VERGENNES TWP PLUMBING PERMITS		4,942.00
249-000-607-520	ADA TWP BUILDING PERMITS		67,363.00
249-000-607-521	ADA TWP PLUMBING PERMITS		20,565.00
249-000-607-523	ADA TWP ELECTRICAL PERMITS		31,156.00
249-000-607-524	ADA TWP MECHANICAL PERMITS		39,288.00
249-000-607-531	GR TWP BUILDING PERMITS		79,756.00
249-000-607-532	GR TWP ELECTRICAL PERMITS		33,346.00
249-000-607-533	GR TWP MECHANICAL PERMITS		42,809.00
249-000-607-534	GR TWP PLUMBING PERMITS		19,822.00
249-000-607-536	EAST GR BUILDING PERMITS		32,270.00
249-000-607-537	EAST GR ELECTRICAL PERMITS		23,008.00
249-000-607-538	EAST GR MECHANICAL PERMITS		26,056.00
249-000-607-539	EAST GR PLUMBING PERMITS		16,383.00
249-000-607-540	EAST GR SPECIAL BILLING		55.00
249-000-607-541	EAST GR-RENTAL INSP		3,250.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS		45,936.00
249-000-607-552	PLAINFIELD MECHANICAL PERMITS		61,221.00
249-000-607-553	PLAINFIELD - PLUMBING PERMITS		31,784.00
249-000-607-560	LOWELL, CITY OF - BUILDING PERMITS		11,501.00
249-000-607-561	LOWELL, CITY OF - ELECTRICAL PERMITS		5,866.00
249-000-607-562	LOWELL, CITY OF - MECHANICAL PERMITS		5,250.00
249-000-607-563	LOWELL CITY OF - PLUMBING PERMITS		3,907.00
249-000-665-000	INTEREST REVENUE		110.14
249-000-671-671	MISCELLANEOUS INCOME		1,269.00

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-000-673-000	SALE OF ASSETS		100.00
249-371-703-000	DIRECTOR OF INSPECTIONS	55,577.22	
249-371-706-000	BLDG WAGES/SALARY- KD	41,081.01	
249-371-706-302	BLDG INSPECTOR - JB	40,854.91	
249-371-706-303	BLDG INSPECTOR - WB	42,582.62	
249-371-706-304	BLDG INSPECTOR - DH	43,899.61	
249-371-706-305	BLDG INSPECTOR - JV/VM	40,854.91	
249-371-706-306	BLDG INSPECTOR / PT - SB	39,194.18	
249-371-706-309	BLDG INSPECTOR - DHU	37,362.77	
249-371-706-400	BUILDING CLERICAL I	25,527.25	
249-371-706-401	BUILDING CLERICAL II- JC	9,906.20	
249-371-706-402	BUILDING CLERICAL PART-TIME KH	9,655.67	
249-371-706-500	BLDG ADDITIONAL HELP	7,677.12	
249-371-723-000	MEMBERSHIPS AND DUES	1,330.00	
249-371-724-000	EDUCATION	3,125.84	
249-371-727-000	SUPPLIES	3,378.21	
249-371-757-000	SUPPLIES-ICC BOOKS	110.00	
249-371-768-000	DEPARTMENT UNIFORMS	2,030.11	
249-371-787-000	OTHER EXPENSES	182.39	
249-371-787-200	OTHER EXPENSES- CREDIT CARD FEES	6,661.12	
249-371-807-000	AUDIT FEES & SERVICES	895.00	
249-371-810-000	INSURANCE	6,612.90	
249-371-860-000	MILEAGE	34,397.46	
249-371-862-500	DEPT HEAD, SUPV EXPENSES	170.16	
249-371-924-000	PHONES	645.47	
249-371-924-100	CELL PHONES	4,262.26	
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	114.94	
249-371-939-000	SERVICE CONTRACTS	6,430.86	
249-371-941-000	POSTAGE & MACHINE LEASE	450.00	
249-371-981-000	SMALL EQUIPMENT/FURNITURE	765.37	
249-850-715-000	FICA-EMPLOYER	28,321.96	
249-850-718-000	VISION INSURANCE BENEFITS	809.60	
249-850-719-000	HEALTH INSURANCE BENEFITS	74,656.56	
249-850-719-100	OPT-OUT INSURANCE	1,000.00	
249-850-720-000	LIFE & DISABILITY INSURANCE	2,675.84	
249-850-721-000	DENTAL INSURANCE BENEFITS	5,250.34	
249-850-721-200	MI CLAIMS TAX - DENTAL	88.56	
249-850-722-000	PENSION PLAN BENEFITS	37,269.40	
249-964-964-100	PERMITS DUE TO LOWELL TWP	7,837.45	
249-964-964-200	PERMITS DUE TO VERGENNES TWP	3,672.00	
249-964-964-300	PERMITS DUE TO GR TWP	30,771.20	
249-964-964-400	PERMITS DUE TO ADA TWP	27,843.40	
249-964-964-500	PERMITS DUE TO EAST GR	16,821.80	
249-964-964-600	PERMITS DUE PLAINFIELD	24,005.80	
249-964-964-700	PERMITS DUE CITY OF LOWELL	4,259.40	
249-964-964-800	PERMITS DUE CASCADE TWP	53,170.55	
Total Fund 249 - BUILDING FUND		3,184,480.68	3,184,480.68

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

<u>GL Number</u>	<u>Description</u>	<u>Balance</u>
Fund 249 - BUILDING FUND		
*** Assets ***		
249-000-001-100	CASH - CHEM	337,990.91
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
249-000-003-030	CD - TALMER BANK & TRUST M4/28/2017	400,000.00
	Total Assets	<u>2,400,291.26</u>
*** Liabilities ***		
249-000-204-000	ACCRUED PAYROLL	8,239.20
249-000-237-000	DUE TO IRF SW CONNECTIONS	1,100.00
	Total Liabilities	<u>9,339.20</u>
*** Fund Balance ***		
249-000-390-000	FUND BALANCE - RESTRICTED	2,128,895.35
	Total Fund Balance	<u>2,128,895.35</u>
	Beginning Fund Balance	2,128,895.35
	Net of Revenues VS Expenditures	262,056.71
	Ending Fund Balance	<u>2,390,952.06</u>
	Total Liabilities And Fund Balance	<u>2,400,291.26</u>

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED	
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)			
Fund 270 - LIBRARY FUND										
Revenues										
Dept 000										
270-000-401-402	TAX LEVY	188,350.00	188,350.00	181,845.69	188,553.38	(203.38)	0.00	0.00	100.11	
270-000-401-410	PERSONAL PROPERTY TAX	20,200.00	20,200.00	17,560.70	18,941.37	1,258.63	0.00	0.00	93.77	
270-000-401-412	DELINQUENT TAX LEVY	1,200.00	1,200.00	1,586.38	1,318.84	(118.84)	0.00	0.00	109.90	
270-000-401-437	ABATEMENT TAXES-LEVY	1,915.00	1,915.00	1,890.12	1,860.97	54.03	0.00	0.00	97.18	
270-000-401-445	PENALTIES & INTEREST ON TAX	100.00	100.00	42.00	30.61	69.39	0.00	0.00	30.61	
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT	32,869.00	32,869.00	32,869.52	16,434.76	16,434.24	0.00	0.00	50.00	
270-000-665-000	INTEREST REVENUE	13,850.00	13,850.00	1,427.02	12,933.79	916.21	139.54	0.00	93.38	
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	240,073.72	18,410.28	139.54	0.00	92.88	
TOTAL Revenues		258,484.00	258,484.00	237,511.43	240,073.72	18,410.28	139.54	0.00	92.88	
Expenditures										
Dept 790-LIBRARY										
270-790-727-000	LIBRARY SUPPLIES	6,600.00	6,600.00	5,593.53	1,339.26	1,600.00	0.00	3,660.74	75.76	
270-790-729-000	LIB ELECTRONIC SUBSCRIPTIONS	900.00	900.00	882.00	1,632.00	(732.00)	0.00	0.00	181.33	
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	13,979.00	4,036.00	1,997.00	9,985.00	85.59	
270-790-810-000	LIBRARY PROPERTY INSURANCE	11,106.00	11,106.00	10,577.00	11,021.50	84.50	0.00	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									
270-790-827-000	COSTS	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	31,104.20	23,895.80	5,890.24	0.00	56.55	
270-790-923-000	LIBRARY HEATING	16,000.00	16,000.00	10,348.61	5,261.81	10,738.19	121.54	0.00	32.89	
270-790-924-000	LIBRARY PHONES	800.00	800.00	725.78	469.33	330.67	45.06	0.00	58.67	
270-790-927-000	LIBRARY WATER-SEWER	6,500.00	6,500.00	5,920.11	3,390.56	3,109.44	1,474.61	0.00	52.16	
270-790-931-000	LIBRARY MAINTENANCE	65,000.00	65,000.00	66,981.80	39,577.13	11,775.40	5,199.06	13,647.47	81.88	
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	64.89	185.11	0.00	0.00	25.96	
270-790-981-000	SMALL EQUIPMENT/FURNITURE	1,400.00	1,400.00	1,626.09	931.52	468.48	0.00	0.00	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	108,771.20	72,270.59	14,727.51	28,050.21	65.44	
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	108,771.20	122,270.59	14,727.51	28,050.21	52.81	
Fund 270 - LIBRARY FUND:										
TOTAL REVENUES		258,484.00	258,484.00	237,511.43	240,073.72	18,410.28	139.54	0.00	92.88	

09/12/2016

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016  
 % Fiscal Year Completed: 66.67

GL NUMBER	DESCRIPTION	2016		END BALANCE	YTD BALANCE	UNENCUMBERED BALANCE	ACTIVITY FOR	ENCUMBERED YEAR-TO-DATE	% BDGT USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET	12/31/2015 NORM (ABNORM)	08/31/2016 NORM (ABNORM)		MONTH 08/31/16 INCR (DECR)		
TOTAL EXPENDITURES		259,092.00	259,092.00	304,795.67	108,771.20	122,270.59	14,727.51	28,050.21	52.81
NET OF REVENUES & EXPENDITURES		(608.00)	(608.00)	(67,284.24)	131,302.52	(103,860.31)	(14,587.97)	(28,050.21)	16,982.29
BEG. FUND BALANCE		1,903,636.29	1,903,636.29	1,970,920.53	1,903,636.29				
END FUND BALANCE		1,903,028.29	1,903,028.29	1,903,636.29	2,034,938.81				
TOTAL REVENUES - ALL FUNDS		10,821,140.00	10,821,140.00	11,889,381.94	8,599,603.43	2,221,536.57	574,568.77	0.00	63.12
TOTAL EXPENDITURES - ALL FUNDS		10,589,657.00	10,589,657.00	12,111,894.02	5,864,110.56	3,905,250.35	564,591.11	820,296.09	63.12
NET OF REVENUES & EXPENDITURES		231,483.00	231,483.00	(222,512.08)	2,735,492.87	(1,683,713.78)	9,977.66	(820,296.09)	827.36
BEG. FUND BALANCE - ALL FUNDS		20,497,357.94	20,497,357.94	20,719,870.02	20,497,357.94				
END FUND BALANCE - ALL FUNDS		20,728,840.94	20,728,840.94	20,497,357.94	23,232,850.81				

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 270 - LIBRARY FUND			
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 6/1/2018	254,471.21	
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2018	533,905.65	
270-000-015-023	LIBRARY M/M UNITED BANK	413,594.12	
270-000-390-000	FUND BALANCE - RESTRICTED		1,308,636.29
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		188,553.38
270-000-401-410	PERSONAL PROPERTY TAX		18,941.37
270-000-401-412	DELINQUENT TAX LEVY		1,318.84
270-000-401-437	ABATEMENT TAXES-LEVY		1,860.97
270-000-401-445	PENALTIES & INTEREST ON TAX		30.61
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT		16,434.76
270-000-665-000	INTEREST REVENUE		12,933.79
270-790-727-000	LIBRARY SUPPLIES	1,339.26	
270-790-729-000	LIB ELECTRONIC SUBSCRIPTIONS	1,632.00	
270-790-802-200	LIBRARY JANITORIAL CONTRACT	13,979.00	
270-790-810-000	LIBRARY PROPERTY INSURANCE	11,021.50	
270-790-921-000	LIBRARY ELECTRICITY	31,104.20	
270-790-923-000	LIBRARY HEATING	5,261.81	
270-790-924-000	LIBRARY PHONES	469.33	
270-790-927-000	LIBRARY WATER-SEWER	3,390.56	
270-790-931-000	LIBRARY MAINTENANCE	39,577.13	
270-790-950-000	PROPERTY TAX REFUNDS	64.89	
270-790-981-000	SMALL EQUIPMENT/FURNITURE	931.52	
Total Fund 270 - LIBRARY FUND		2,143,710.01	2,143,710.01

09/12/2016

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP  
Period Ending 08/31/2016

GL Number	Description	Balance
Fund 270 - LIBRARY FUND		
*** Assets ***		
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 6/1/2018	254,471.21
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2018	533,905.65
270-000-015-023	LIBRARY M/M UNITED BANK	413,594.12
	Total Assets	<u>2,034,938.81</u>
*** Liabilities ***		
	Total Liabilities	<u>0.00</u>
*** Fund Balance ***		
270-000-390-000	FUND BALANCE - RESTRICTED	1,308,636.29
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>1,903,636.29</u>
	Beginning Fund Balance	1,903,636.29
	Net of Revenues VS Expenditures	131,302.52
	Ending Fund Balance	<u>2,034,938.81</u>
	Total Liabilities And Fund Balance	<u>2,034,938.81</u>

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 701 - TRUST AND AGENCY			
701-000-003-002	CD-HENRY KRAMER BOND M 10/16/2015	15,172.93	
701-000-003-004	CD-JACK SMITH/INVEST M 10/16/2015	22,812.12	
701-000-003-018	CD - CHEMICAL BANK JAMES TIMMONS	12,400.00	
701-000-015-004	MONEY MARKET - CHEMICAL BANK	96,955.83	
701-000-230-004	T&A INTERST DUE GF		42.21
701-000-250-080	CASCADE POINTE-PATHWAY BOND		9,554.62
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		8,468.75
701-000-252-231	DRURY DEVELOPMENT S/W 9/2015		5,870.08
701-000-252-235	GROOTERS PROJECT	2,944.93	
701-000-252-236	LACKS TRIM DIV S/W 1/2016		7,026.05
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
701-000-253-350	BUFFUM BUILDERS LLC 15-3282 10/2015		500.00
701-000-253-355	CASCADE HOSPITALITY INC 16-3305 5/2016		500.00
701-000-253-357	CASCADE PAPER CONVERTERS 16-3310 5/2016		500.00
701-000-253-358	COVENANT THREE LLC 16-3316 6/2016		500.00
701-000-253-360	WOLVERING BLDG GROUP 16-3318 6/2016		500.00
701-000-253-361	VERBURG'S AUTOMOTIVE 16-3319 7/2016		500.00
701-000-253-362	JVB CIVIL & ARCH 16-3329 8/2016		500.00
701-000-255-000	CUSTOMER DEPOSIT AND INTEREST PAYABLE		500.00
701-000-255-741	JAMES TIMMONS TRUST		12,400.00
701-000-255-742	JACKS SMITH (IRF) M 10/16/2015		22,812.12
701-000-255-743	CUSTOMER DEPOSITS- SOLICITATION BONDS		1,025.00
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 LANSCAPING BOND 15-3258 10/15		5,000.00
701-000-283-740	HENRY KRAMER PERFORMANCE BOND		15,172.93
Total Fund 701 - TRUST AND AGENCY		150,285.81	150,285.81

09/12/2016

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP  
 PERIOD ENDING 08/31/2016

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	3,704,949.56	
703-000-001-102	CASH-CHEM /DELQ TAX	16,484.07	
703-000-001-103	CASH- CHEM /TAX WIRE	114.06	
703-000-202-000	ACCOUNTS PAYABLE		1,614,788.76
703-000-214-002	DELQ TAX DUE TO OTHER FUND	20,040.19	
703-000-214-112	CCT - OVER/SHORT	0.17	
703-000-214-155	CCT - ADMIN		20,680.96
703-000-222-110	KENT COUNTY - OPERATING		347,115.82
703-000-222-175	KENT COUNTY - DOG LICENSE		865.80
703-000-222-210	KENT COUNTY - IFT OPERATING		77.47
703-000-225-110	FHPS - OPERATING		326,725.38
703-000-225-120	FHPS - DEBT		252,422.55
703-000-225-130	FHPS - RECREATION		33,212.76
703-000-225-220	FHPS - IFT DEBT		68.78
703-000-225-230	FHPS - IFT RECREATION		9.05
703-000-225-410	CALEDONIA - OPERATING		66,347.64
703-000-225-420	CALEDONIA - DEBT		46,446.49
703-000-226-110	LOWELL - OPERATING		0.90
703-000-226-120	LOWELL - DEBT		4,895.67
703-000-226-130	LOWELL BLDG/SITE		697.25
703-000-228-001	SET & OPERATING TAX (COUNTY)		456,752.11
703-000-230-002	DELQ TAX - DUE TO OTHER UNIT OF GOVT		36,509.24
703-000-230-003	WIRE ACCT-DUE TO OTHER UNIT GOVT		1.00
703-000-230-013	WIRE ACCT INT - DUE TO OTHER GOVT	14.95	
703-000-230-032	DELQ TAX OVER AND SHORT	3.20	
703-000-230-043	WIRE- ONLINE SERVICE FEES		128.50
703-000-230-044	TAX NSF FEES		87.89
703-000-234-110	KENT ISD - TAXES		388,475.00
703-000-234-210	KENT ISD - IFT TAXES		86.70
703-000-235-110	GRCC - TAXES		144,877.38
703-000-235-210	GRCC - IFT TAX		32.33
703-000-274-000	UNDISTRIBUTED TAX COLLECTION		450.77
Total Fund 703 - CURRENT TAX COLLECTION FUND		3,741,756.20	3,741,756.20
Total - All Funds:		36,891,942.78	36,891,942.78

# Memo

**To:** Cascade Township Board

**From:** Roger Mc Carty, Assessor

**CC:**

**Date:** 9/23/2016

**Re:** Request to approve Resolution to Approve the Levy the 2016 Millage Rates

---

The Board approves this resolution each year announcing the millage rates that will be levied on the winter tax bill. These the same millage rate we have levied last year. We announced our intent to levy the millage by resolution back in December. We are now by resolution stating we are going to levy the millage.

The millage requested may be subject to change.

**CASCADE CHARTER TOWNSHIP**  
**Kent County, Michigan**  
**Resolution / 2016**

**RESOLUTION TO APPROVE THE LEVY OF THE 2016  
MILLAGE RATE**

WHERE AS, Cascade Township has complied with Section 16 of the Uniform Budgeting and Accounting Act by stating in the Annual Budget Meeting that “The property tax millage rate proposed to be levied to support the proposed budget will be subject of this hearing”. Thus, the Township is not required to hold a separate Truth in Taxation hearing. Further, the Board has passed a “Resolution of Intent to Levy the 2016 Millage Rate”, Resolution #58 / 2015 on December 16, 2015.

WHERE AS, the Act requires that the proposed millage rate, as defined in the Act, be established by resolution of the Township Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CASCADE CHARTER TOWNSHIP BOARD:

1. In order to provide sufficient revenue for the Township for operating purposes for the 2016 fiscal year, the Township shall levy total mills of 3.5244. This includes .2491 mills for police, .4372 for police and fire, .5080 mills for fire, .15 mills for library, .3985 mills for pathway, .5800 for fire, .2300 for open spaces and .9716 mills for operating purposes.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

The foregoing resolution was offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_ with the vote being as follows:

YEAS:

NAYS:

ABSENT:

Resolution declared adopted.

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**Clem Bell**  
Cascade Charter Township Clerk

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Cascade Charter Township Board at a Regular Board Meeting held on September 28, 2016

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**Clem Bell**  
Cascade Charter Township Clerk

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## TOWNSHIP BOARD MEMORANDUM

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To: Cascade Charter Township Board

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

Subject: Presentation of and Consider Adopting the Cascade Community Gathering Place Plan

Meeting Date: September 28, 2016

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Staff has received and forwarded a copy of the final draft of the Cascade Community Gathering Place plan. If you recall, earlier this year, we began the process of putting together a plan to develop a gathering space on the library property. The idea for public gathering space in this area came from public input received at various meetings (master plan, DDA TIF plan, Parks & Rec Plan).

As part of this process, the consultant as well as staff met with representatives from the Kent County Road Commission (KCRC), Library staff, and representatives from the Friends of the Library as well as the Cascade Community Foundation for input on the proposed plan. There was also an online survey and two public input meetings regarding the plan.

The consultants from Viridis Design Group will be at the meeting to discuss the process, present the plan and answer questions. The DDA reviewed the final draft plan at their September 20 meeting and are forwarding a positive recommendation to the Township Board for adoption of the plan.



## LEGEND

### EXISTING

- A** CASCADE LIBRARY
- B** PARKING LOT
- C** NOTO'S RESTAURANT
- D** TREE GROVE
- E** STORMWATER DETENTION BASIN
- F** MEMORIAL TREES

### PROPOSED

- A** RECIRCULATING CASCADE FOUNTAIN STARTING AT TREE GROVE AND TERMINATING AT BANDSHELL OVERLOOK
- B** CHILDRENS SOUND AND DISCOVERY GARDEN (+/- 8,000 SF)
- C** AMPHITHEATER AREA (+/- 9,000 SF)
- D** ACCESSIBLE LOOP WALKS AND TRAILS (2,200 LF)
- E** FLEXIBLE OPEN GREEN SPACE
- F** ENTRY IMPROVEMENTS: DEFINED ON-STREET PARKING LANDSCAPED BUMP-OUTS, CROSSWALKS, ADDITIONAL STREET LIGHTING AND STREET TREES
- G** SKATE AND CLIMBING PLAZA (+/- 15,000 SF)
- H** PICNIC SHELTER (20'X40')
- I** OVERLOOK/VIEWING AREA
- J** BIKE PARKING WITH AIR AND TOOL STATION
- K** VILLAGE GATEWAY IMPROVEMENTS WITH NEW SIGN AND RAIN GARDEN
- L** RAIN GARDEN AND BIOSWALE
- M** NATIVE PLANTING AREA
- N** FUTURE LIBRARY EXPANSION
- O** RESTROOM, STORAGE, AND EVENT KIOSK (20'X20')





VILLAGE GATEWAY



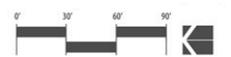


JACKSMITH STREETScape



**LEGEND**

- VILLAGE GATEWAY IMPROVEMENTS
- TRAIL LOOP, NATURAL LANDSCAPING AND CHILDREN'S DISCOVERY GARDEN
- AMPHITHEATER AREA
- STREETScape IMPROVEMENTS
- SKATE AND CLIMBING PLAZA



**Cascade Community Event Center  
Cascade Township, Michigan**

**Opinion of Probable Costs - SKATE AND CLIMBING PLAZA**

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mobilization and General Conditions	1	LS	\$20,000	\$20,000
Permitting Allowance	1	LS	\$2,000	\$2,000
<b><u>General Site Improvements</u></b>				
Concrete Skate Plaza	6,860	SF	\$7	\$48,020
Skate Plaza Equipment	1	LS	\$100,000.00	\$100,000
Climbing Plaza Surfacing	5,130	SF	\$3.50	\$17,955
Climbing Plaza Equipment	1	LS	\$100,000.00	\$100,000
Picnic Shelter (20'x40')	800	SF	\$50	\$40,000
Bike Loops	5	EA	\$600	\$3,000
Bike Air & Tool Station	1	EA	\$1,200	\$1,200
Bench	8	EA	\$1,800	\$14,400
Picnic Tables	6	EA	\$900	\$5,400
Trash Receptacle	6	EA	\$950	\$5,700
			<b>Subtotal</b>	<b>\$335,675</b>
<b><u>Landscaping</u></b>				
Deciduous Trees	15	EA	\$380	\$5,700
Landscape Beds	1,000	SF	\$5	\$4,500
Lawn Seeding / Restoration	10,000	SF	\$0.11	\$1,100
Metal Edging	50	LF	\$8	\$400
Topsoil - Lawn and Native Landscape 4"	122	CY	\$10	\$1,220
Topsoil - Landscape Beds and Bio Infiltration Area 12"	37	CY	\$17	\$629
Irrigation	1	LS	\$6,000	\$6,000
			<b>Subtotal</b>	<b>\$19,549</b>
<b><u>Grading and Drainage</u></b>				
Earthwork - General Grading	1,000	CY	\$6	\$6,000
SESC Measures	1	LS	\$1,000	\$1,000
			<b>Subtotal</b>	<b>\$7,000</b>
<b><u>Utilities</u></b>				
Stormwater Improvements	1	LS	\$5,000	\$5,000
Site Electrical and Special Lighting	1	LS	\$6,000	\$6,000
			<b>Subtotal</b>	<b>\$11,000</b>
			<b>Subtotal</b>	<b>\$395,224</b>
			<b>10% Contingency</b>	<b>\$39,522</b>
			<b>Construction Total</b>	<b>\$434,746</b>
			<b>A&amp;E Fee @ 8%</b>	<b>\$34,780</b>
			<b>Project Total</b>	<b>\$469,526.11</b>

**Cascade Community Event Center**  
**Cascade Township, Michigan**
**Opinion of Probable Costs - AMPHITHEATER**

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mobilization and General Conditions	1	LS	\$40,000	\$40,000
Permitting Allowance	1	LS	\$4,000	\$4,000
<b>General Site Improvements</b>				
Restroom, Storage, and Event Kiosk (20'x20')	400	SF	\$190	\$76,000
Concrete Curb and Gutter	390	LF	\$18	\$7,020
Concrete Pavement	9,780	SF	\$5	\$48,900
Pavers on 4" Concrete Base	2,500	SF	\$15	\$37,500
Brick Bandshell Plaza	805	SF	\$15	\$12,075
Bandshell	800	SF	\$85.00	\$68,000
Amphitheater Seatwalls	375	LF	\$230	\$86,250
Overlook / Viewing Area Stone Wall	55	LF	\$230	\$12,650
Bandshell Overlook Stone Wall	70	LF	\$230	\$16,100
Fountain Basin Stone Wall	300	LF	\$230	\$69,000
Fountain Basin and Recirculating System	3,765	SF	\$50.00	\$188,250
Creek	2,000	SF	\$30	\$60,000
Creek Boulders	100	TON	\$250	\$25,000
Bench	9	EA	\$1,800	\$16,200
Trash Receptacle	4	EA	\$950	\$3,800
Collapsible Bollard	2	EA	\$350	\$700
New Site Sign	1	EA	\$20,000	\$20,000
			Subtotal	\$747,445
<b>Landscaping</b>				
Deciduous Trees	40	EA	\$380	\$15,200
Landscape Beds	6,345	SF	\$5	\$28,553
Stone Maintenance Strip (3" depth)	2	CY	\$30	\$60
Native Landscape - Bio Infiltration Area (Rain Garden)	7,000	SF	\$5	\$31,500
Native Landscape Seeding	8,000	SF	\$0.18	\$1,440
Lawn Seeding / Restoration	70,000	SF	\$0.11	\$7,700
Metal Edging	180	LF	\$8	\$1,440
Topsoil - Lawn and Native Landscape 4"	855	CY	\$10	\$8,550
Topsoil - Landscape Beds and Bio Infiltration Area 12"	494	CY	\$17	\$8,398
Irrigation	1	LS	\$20,000	\$20,000
			Subtotal	\$122,841
<b>Grading and Drainage</b>				
Earthwork - General Grading	6,000	CY	\$6	\$36,000
SESC Measures	1	LS	\$5,000	\$5,000
			Subtotal	\$41,000
<b>Utilities</b>				
Water Service Extension	410	LF	\$83	\$34,030
Sanitary Sewer Extension	410	LF	\$70	\$28,700
Stormwater Improvements	1	LS	\$30,000	\$30,000
Electrical Service Extension	1	LS	\$20,000	\$20,000
Site Electrical and Special Lighting	1	LS	\$110,000	\$110,000
			Subtotal	\$222,730
			<b>Subtotal</b>	<b>\$1,178,016</b>
			<b>10% Contingency</b>	<b>\$117,802</b>
			<b>Construction Total</b>	<b>\$1,295,817</b>
			<b>A&amp;E Fee @ 8%</b>	<b>\$103,665</b>
			<b>Project Total</b>	<b>\$1,399,482.41</b>

**Cascade Community Event Center**  
**Cascade Township, Michigan**

**Opinion of Probable Costs - TRAIL LOOP, NATURAL LANDSCAPING, AND CHILDREN'S DISCOVERY GARDEN**

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mobilization and General Conditions	1	LS	\$15,000	\$15,000
Permitting Allowance	1	LS	\$2,000	\$2,000
<b>General Site Improvements</b>				
Concrete Pavement	10,640	SF	\$5	\$53,200
Detention Basin Stone Wall	280	LF	\$115	\$32,200
Overlook / Viewing Area Stone Wall	55	LF	\$230	\$12,650
Bike Loops	5	EA	\$600	\$3,000
Bench	4	EA	\$1,800	\$7,200
Trash Receptacle	2	EA	\$950	\$1,900
Childrens Sound and Discovery Garden	1	LS	\$100,000	\$100,000
			Subtotal	\$210,150
<b>Landscaping</b>				
Deciduous Trees	13	EA	\$380	\$4,940
Native Landscape - Bio Infiltration Area (Rain Garden)	7,577	SF	\$5	\$34,097
Native Landscape Seeding	58,000	SF	\$0.18	\$10,440
Lawn Seeding / Restoration	20,000	SF	\$0.11	\$2,200
Topsoil - Lawn and Native Landscape 4"	953	CY	\$10	\$9,530
Topsoil - Landscape Beds and Bio Infiltration Area 12"	815	CY	\$17	\$13,855
Irrigation	1	LS	\$5,000	\$5,000
			Subtotal	\$80,062
<b>Grading and Drainage</b>				
Earthwork - General Grading	2,000	CY	\$6	\$12,000
SESC Measures	1	LS	\$3,000	\$3,000
			Subtotal	\$15,000
<b>Utilities</b>				
Stormwater Improvements	1	LS	\$5,000	\$5,000
Site Electrical and Special Lighting	1	LS	\$20,000	\$20,000
			Subtotal	\$25,000
			<b>Subtotal</b>	<b>\$347,212</b>
			<b>10% Contingency</b>	<b>\$34,721</b>
			<b>Construction Total</b>	<b>\$381,933</b>
			<b>A&amp;E Fee @ 8%</b>	<b>\$30,555</b>
			<b>Project Total</b>	<b>\$412,487.26</b>

**Cascade Community Event Center**  
**Cascade Township, Michigan**

**Opinion of Probable Costs - JACKSMITH STREETScape**

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mobilization and General Conditions	1	LS	\$10,000	\$10,000
Permitting Allowance	1	LS	\$2,000	\$2,000
<b>Removals / Site Prep</b>				
Remove Asphalt Pavement	2,110	SF	\$1.20	\$2,532
Remove Concrete Curb	345	LF	\$2.20	\$759
Sawcutting	400	LF	\$5	\$2,000
			Subtotal	\$5,291
<b>General Site Improvements</b>				
Concrete Curb and Gutter	390	LF	\$18	\$7,020
Concrete Pavement	7,000	SF	\$5	\$35,000
Pedestrian Scale Lighting & Distribution	11	EA	\$7,000	\$77,000
Parking and Crosswalk Striping	1	LS	\$250	\$250
			Subtotal	\$119,270
<b>Landscaping</b>				
Deciduous Trees	24	EA	\$380	\$9,120
Landscape Beds	2,500	SF	\$5	\$11,250
Native Landscape - Bio Infiltration Area (Rain Garden)	2,000	SF	\$5	\$9,000
Lawn Seeding / Restoration	18,900	SF	\$0.11	\$2,079
Metal Edging	180	LF	\$8	\$1,440
Topsoil - Lawn and Native Landscape 4"	231	CY	\$10	\$2,310
Topsoil - Landscape Beds and Bio Infiltration Area 12"	74	CY	\$17	\$1,258
Irrigation	1	LS	\$10,000	\$10,000
			Subtotal	\$46,457
<b>Grading and Drainage</b>				
Earthwork - General Grading	1,000	CY	\$6	\$6,000
SESC Measures	1	LS	\$3,000	\$3,000
			Subtotal	\$9,000
<b>Utilities</b>				
Stormwater Improvements	1	LS	\$10,000	\$10,000
Site Electrical and Special Lighting	1	LS	\$10,000	\$10,000
			Subtotal	\$20,000
			<b>Subtotal</b>	<b>\$212,018</b>
			<b>10% Contingency</b>	<b>\$21,202</b>
			<b>Construction Total</b>	<b>\$233,220</b>
			<b>A&amp;E Fee @ 8%</b>	<b>\$18,658</b>
			<b>Project Total</b>	<b>\$251,877.38</b>



**Cascade Community Event Center  
 Cascade Township, Michigan**

**Opinion of Probable Costs - VILLAGE GATEWAY**

<b>Item</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Mobilization and General Conditions	1	LS	\$8,000	\$8,000
Permitting Allowance	1	LS	\$3,500	\$3,500
<b>General Site Improvements</b>				
Village Gateway Sign	1	EA	\$40,000	\$40,000
			<b>Subtotal</b>	<b>\$40,000</b>
<b>Landscaping</b>				
Deciduous Trees	7	EA	\$380	\$2,660
Landscape Beds	3,000	SF	\$5	\$13,500
Native Landscape - Bio Infiltration Area (Rain Garden)	4,800	SF	\$5	\$21,600
Lawn Seeding / Restoration	19,200	SF	\$0.11	\$2,112
Metal Edging	160	LF	\$8	\$1,280
Topsoil - Lawn and Native Landscape 4"	234	CY	\$10	\$2,340
Topsoil - Landscape Beds and Bio Infiltration Area 12"	711	CY	\$17	\$12,087
Irrigation	1	LS	\$5,000	\$5,000
			<b>Subtotal</b>	<b>\$60,579</b>
<b>Grading and Drainage</b>				
Earthwork - General Grading	600	CY	\$6	\$3,600
SESC Measures	1	LS	\$3,000	\$3,000
			<b>Subtotal</b>	<b>\$6,600</b>
<b>Utilities</b>				
Stormwater Improvements	1	LS	\$20,000	\$20,000
Site Electrical and Special Lighting	1	LS	\$8,000	\$8,000
			<b>Subtotal</b>	<b>\$28,000</b>
<b>Subtotal</b>				<b>\$146,679</b>
<b>10% Contingency</b>				<b>\$14,668</b>
<b>Construction Total</b>				<b>\$161,347</b>
<b>A&amp;E Fee @ 8%</b>				<b>\$12,908</b>
<b>Project Total</b>				<b>\$174,254.65</b>

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## TOWNSHIP BOARD MEMORANDUM

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To: Cascade Charter Township Board

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

Subject: Consider Resolution for Filing the Special Assessment Roll; Setting a Date for a Public Hearing on the Special Assessment Roll and Directing that a Notice of Public Hearing be Given for the Thornapple River Dr. Special Assessment District Roll

Meeting Date: September 28, 2016

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The process for establishing a Special Assessment District for the Thornapple River Dr. public sewer improvements continues. The attached resolution establishes the filing of the proposed district, sets the second and final public hearing date for October 26, 2016 and directs staff to provide notice of the proposed actions.

Attachment: Proposed resolution

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN  
Resolution # of 2016**

**RESOLUTION NO. 4 FILING SPECIAL ASSESSMENT ROLL;  
SETTING A DATE FOR A PUBLIC HEARING ON THE SPECIAL  
ASSESSMENT ROLL AND DIRECTING THAT NOTICE OF  
PUBLIC HEARING BE GIVEN FOR THE PUBLIC SEWER  
IMPROVEMENT ON THORNAPPLE RIVER DR. ROLL**

WHEREAS, by resolution previously adopted, the Cascade Township Board determined to acquire and construct certain public improvements (the "Improvements") more particularly described in Exhibit A attached hereto and made a part hereof, and assess the cost thereof to the properties benefitted by the Improvements, all in accordance pursuant to Act 188, Public Acts of Michigan, 1954, as amended (the "Act"); and

WHEREAS, by resolution previously adopted, the Township Board directed the Township Supervisor to prepare a special assessment roll and file it with the Township Clerk; and

WHEREAS, based on said estimate, a special assessment roll for the parcels benefitted by said Improvements and contained in the Thornapple River Dr. - Sewer Special Assessment District determined for said Improvements was prepared and reported to the Township Board.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Thornapple River Dr. Sewer Special Assessment district roll as reported to the Township Board in the form attached as Exhibit B hereto shall be filed in the office of the Township Clerk and shall be available for public inspection during regular working hours on regular working days.
2. The Township Board shall hold a meeting at 7:00 p.m., on October 26, 2016, at the Cascade Library Wisner Center located at 2870 Jacksmith Ave in the Township to review the said special assessment roll and hear any support or objections to the roll.
3. It is recognized that the Township Clerk shall cause notice of such hearing to be published at least twice prior to said hearing in *The Grand Rapids Press*, a newspaper of general circulation in the Township, at least ten (10) days before the time of hearing, and has caused notice of such hearing to be mailed by first-class mail to all record owners of persons in interest in property in the special assessment district as shown on the last general tax assessment roll of the Township at least ten (10) full days before the time of said hearing.

4. The notice of said hearing to be published and mailed pursuant hereto shall be substantially in the form set forth in Exhibit C hereto.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and they hereby are rescinded.

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

YEAS:

NAYS:

ABSTAIN:

ABSENT:

**RESOLUTION DECLARED ADOPTED.**

Dated: September 28, 2016

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Clem Bell, Township Clerk

**CERTIFICATION**

I hereby certify the above to a true copy of a resolution adopted by the Cascade Charter Township Board at a regular meeting held at the Cascade Library Wisner Center on the 28<sup>th</sup> day of September, 2016, at 7:00 p.m., pursuant to the required statutory procedures.

Dated: September 28, 2016

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Clem Bell, Township Clerk

## **EXHIBIT A**

### **DESCRIPTION OF IMPROVEMENTS**

The improvements constitute the construction of a public sewer line on Thornapple River Dr. from approximately 2985/2986 Thornapple River Dr. to 3039/3042 Thornapple River Dr.

The cost of the above listed project is \$270,030.00, of which the entire cost will be defrayed to the special assessment district to be payable over 20 years.

**EXHIBIT B**

**THORNAPPLE RIVER DR. SEWER  
SPECIAL ASSESSMENT DISTRICT ROLL**

TOTAL ASSESSMENT: \$270,030.00  
TOTAL ASSESSED PARCELS: 13  
TOTAL INSTALLMENTS: 20

**ASSESSMENT ROLL**

<b>Parcel Number</b>	<b>Address</b>	<b>Assessment<sup>1</sup></b>
41-19-16-176-010	2984 Thornapple River Dr.	\$20,771.54
41-19-16-176-009	2986 Thornapple River Dr.	\$20,771.54
41-19-16-176-008	3010 Thornapple River Dr.	\$20,771.54
41-19-16-176-007	3024 Thornapple River Dr.	\$20,771.54
41-19-16-176-006	3032 Thornapple River Dr.	\$20,771.54
41-19-16-176-005	3042 Thornapple River Dr.	\$20,771.54
41-19-16-126-035	3039 Thornapple River Dr.	\$20,771.54
41-19-16-126-033	3047 Thornapple River Dr.	\$20,771.54
41-19-16-126-034	3035 Thornapple River Dr.	\$20,771.54
41-19-16-126-017	3021 Thornapple River Dr.	\$20,771.54
41-19-16-126-012	3003 Thornapple River Dr.	\$20,771.54
41-19-16-126-014	2995 Thornapple River Dr.	\$20,771.54
41-19-16-126-015	2985 Thornapple River Dr.	\$20,771.54

I hereby certify that the above Thornapple River Dr. Sewer Special Assessment District Roll was prepared pursuant to a resolution of the Township Board dated September 14, 2016 and confirms, to my best judgment, with such resolution and applicable statutes of the State of Michigan.

I hereby certify that the above Thornapple River Dr. Sewer Special Assessment district roll was confirmed by the Township Board on September 28, 2016.

Dated: September 28, 2016

\_\_\_\_\_  
Clem Bell  
Township Clerk

<sup>1</sup> The assessment amount will be divided into twenty (20) equal installments or principal with the first installment due and payable on or before February 14, 2017, and all subsequent installments due and payable on or before February 14 of each year thereafter through February 14, 2037. Interest on unpaid installments will begin accruing March 1, 2017, shall be due and payable on February 14, 2018 and on February 14 of each year thereafter and shall be at a rate of 3% per annum.

**EXHIBIT C**

**CASCADE CHARTER TOWNSHIP  
KENT COUNTY, MICHIGAN**

**NOTICE OF PUBLIC HEARING AND FILING TO  
REVIEW SPECIAL ASSESSMENT ROLL**

TO THE PROERTY OWNERS OF THE FOLLOWING DESCRIBED LANDS:

<b>Parcel Number</b>	<b>Address</b>
41-19-16-176-010	2984 Thornapple River Dr.
41-19-16-176-009	2986 Thornapple River Dr.
41-19-16-176-008	3010 Thornapple River Dr.
41-19-16-176-007	3024 Thornapple River Dr.
41-19-16-176-006	3032 Thornapple River Dr.
41-19-16-176-005	3042 Thornapple River Dr.
41-19-16-126-035	3039 Thornapple River Dr.
41-19-16-126-033	3047 Thornapple River Dr.
41-19-16-126-034	3035 Thornapple River Dr.
41-19-16-126-017	3021 Thornapple River Dr.
41-19-16-126-012	3003 Thornapple River Dr.
41-19-16-126-014	2995 Thornapple River Dr.
41-19-16-126-015	2985 Thornapple River Dr.

**NOTICE IS HEREBY GIVEN** that a special assessment roll has been prepared for the purpose of defraying the special assessment district's share of the cost of the following described public improvements:

**The improvements constitute the construction of a public sewer line on the above listed street.**

**The cost of the above listed project is \$270,030.00, of which the entire cost will be defrayed to the special assessment district to be payable over 20 years.**

**NOTICE IS FURTHER GIVEN** that the Township Board will meet at the Cascade Library Wisner Center, 2870 Jacksmith Ave, SE, Grand Rapids, Michigan at 7:00 o'clock p.m., on October 26, 2016 for the purpose of reviewing the special assessment roll and hearing any support or objections thereto.

**TAKE FURTHER NOTICE** that the Thornapple River Dr sewer district roll has been reported to the Township Board and is on file for public examination with the Township Clerk.

**TAKE FURTHER NOTICE** that in the event any parcel of land be divided after a special assessment thereon has been confirmed, and before the collection thereof, the Township Board reserves the right to reapportion the uncollected cost of said public improvement between the several divisions, pursuant to Section 11 of said Act 188.

**TAKE FURTHER NOTICE** that appearance and protest of the special assessment at this hearing is required in order to appeal the amount of the special assessment to the Michigan Tax Tribunal. An owner of or party in interest in property to be assessed, or his or her agent, may appear in person to protest the special assessment, or may protest the special assessment by letter filed with the Township Clerk at or prior to the time of the hearing, in which case appearance in person is not required. If the special assessment is protested as provided above, the owner or any party having an interest in the real property may file a written appeal of the special assessment with the Michigan Tax Tribunal or other court of competent jurisdiction within 30 days after the confirmation of the special assessment roll.

PERSONS REQUIRING REASONABLE ACCOMMODATIONS FOR DISABILITIES IN ORDER THAT THE HEARING BE ACCESSIBLE TO THEM ARE REQUESTED TO NOTIFY THE TOWNSHIP CLERK NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO THE DATE OF THE HEARING OF SUCH DISABILITY.

Clem Bell  
Township Clerk  
Cascade Charter Township



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

**Date:** September 28th, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Request from KDL to Hold Beer Related Event in Winter 2017

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**FACTS:**

The Township has received a request from the Kent District Library to hold a one-time beer tasting and educational event at the Cascade branch in the winter of 2017.

Since 2014, KDL has offered a series of wine and beer themed events at other regional branches, including events involving beer tasting at the East Grand Rapids and Kentwood branches. Due to the popularity of the programs, KDL asked for and received permission to conduct a wine related event at the Cascade branch in Fall 2014. The program proved popular and there were no issues during the event.

Based on the following current Wisner Center Rules, the event would not be allowed.

- Alcoholic beverages are not permitted.

The KDL has respectfully requested that the Township Board waive these rules for this particular event.

Attached for your review are:

- Request from KDL for a beer tasting program at the Cascade Township Branch

**ANALYSIS & CONCLUSIONS:**

KDL has agreed to comply with all of the requirements we would have in order to consider this request. Requirements would include:

- KDL and/or program sponsor would obtain the proper licensing from the Michigan Liquor Control Commission.
- Cascade Charter Township would be listed as an additional insured on the required liquor liability insurance.
- KDL would assume financial liability for any property damage resulting from spilling of beverages (primarily staining).

KDL has a history of responsible programing at the Cascade branch, and we do not foresee any issues in allowing them to host this program.

**FINANCIAL CONSIDERATIONS:**

There are no financial considerations in approving this request.

**RECOMMENDED ACTION:**

Approve the request from the Kent District Library to host a one-time beer tasting and educational event at the Cascade Township Branch in Winter 2017.

**KDL**  
Kent District Library  
www.kdl.org

Information. Ideas. *Excitement!*

22 September 2016

Board of Trustees  
Cascade Charter Township

Dear Board of Trustees,

Thank you for considering this request for a beer tasting program at the Cascade Township Branch.

Request: A one-time, one hour to ninety-minute beer tasting and educational event at the Cascade Township KDL Branch in January or February 2017.

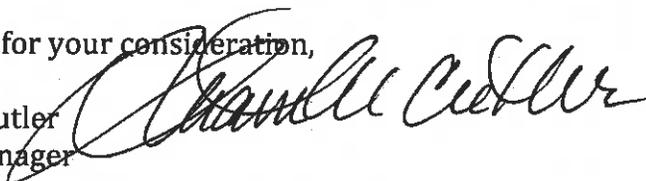
Scope: Event shall have a limited number of allowable registrants (16-24) and a limited maximum amount of beer a single patron is permitted to consume (likely four (4) ounces maximum/ 1 oz. per each of four beers, for example).

Background: Since 2014, KDL has hosted multiple KD aLe and KDL Uncorked programs. Attendance at these highly successful and innovative adult programs is 300% higher than other adult programs. KD aLe in particular celebrates West Michigan's craft beer culture within an educational environment. Cascade held a wine tasting program in fall of 2014 to rave reviews and no issues. Cascade has hosted other beer and wine related programs, including a partnership with Schmohz Brewing in Cascade and Gravel Bottom Brewery in Ada (tours, on site tasting, pairings). While these are wonderful, they don't bring people to the library to give them an opportunity to discover other services they may not know about. We anticipate attracting people who have not visited the library in recent years to validate that KDL is responsive to community interests.

Liability and permitting: KDL is in talks with Founders Brewing Co and Apertivo to provide the beer and cheese. Founders would provide a copy of its liquor license and a certificate of liability from its insurance company holding harmless Cascade Charter Township and KDL. Further documentation required by the township also would be provided.

Thank you for your consideration,

Diane M. Cutler  
Branch Manager



**SERVICE CENTER**  
814 West River Center NE  
Comstock Park, MI  
49321-8955  
phone 616-784-2007  
fax 616-647-3828  
www.kdl.org

**KDL BRANCHES**  
Alpine Township  
Alto  
Byron Township  
Caledonia Township  
Cascade Township  
Comstock Park  
East Grand Rapids  
Englehardt  
Gaines Township  
Grandville  
Kentwood  
Krause Memorial  
Plainfield Township  
Sand Lake/  
Nelson Township  
Spencer Township  
Tyrone Township  
Walker  
Wyoming  
Library for  
the Blind and  
Physically  
Handicapped



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** September 28th, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Contract with Aquatic Consulting Services for Gypsy Moth Population Survey

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## **FACTS:**

The Township has received the proposed agreement from Aquatic Consulting Services LLC to conduct gypsy moth egg mass surveys to determine areas that require aerial spraying in 2017. The Township has worked with Aquatic Consulting Services for the past 19 years to assist in our Gypsy Moth aerial spraying program. If approved, the survey would be conducted this fall, and the results of the survey would be utilized to determine spray block configuration for efficient aerial treatment of the high priority areas in the spring of 2017.

The Township last sprayed for gypsy moths in spring of 2016. During the spring 2016 the Township sprayed approximately 384 acres. The follow up survey in the fall indicated that the 2016 spraying program was a success. Neal Swanson, biologist for Aqua Consulting services indicated, *“Overall, we achieved good control in the spray blocks. There is visible evidence of previous feeding and termination of feeding, so I can tell our timing and accuracy was good. I was able to find one or two here and there, but the numbers are so low I doubt the average homeowner would even be able to find any.”*

We have received reports that other areas of Kent County are reporting heavy damage from the Gypsy Moth caterpillar population this year. Walker is in the process of restarting their program after not spraying for several years, and Wyoming has recently restarted their program as well.

Attached for your review are:

- Letter from Aquatic Consulting Resources LLC detailing the gypsy moth survey program
- Proposed agreement with Aquatic Consulting Services LLC for Gypsy Moth Population Surveys
- Gypsy Moth information brochure published by the MSU Extension
- Cascade Township 2016 Aerial Spray Map

## **ANALYSIS & CONCLUSIONS:**

The Township has participated in the gypsy moth spray program in conjunction with Aquatic Consulting Services LLC for going on 19 years. The Township has participated in the program because of the acknowledgement of the devastating effect the gypsy moth population could have on the canopy cover of the Township.

The partnership with Aquatic Consulting Resources has allowed us to efficiently allocate our financial resources to this program. The survey ensures that the aerial spray program effectively

targets areas of infestation above the set thresholds, and on several occasions have saved us from unnecessarily spraying, as was the case most recently in 2013.

**FINANCIAL CONSIDERATIONS:**

The proposed contract with Aquatic Consulting Services LLC is \$8,600. For fiscal year 2016 the Township has budgeted \$33,600 for the gypsy moth program, including surveying and spraying. The cost of the survey work is the same that it was in FY2015.

**RECOMMENDED ACTION:**

Approve the agreement with Aquatic Consulting Services LLC for Gypsy Moth Population Surveys for Aerial Spraying 2017.



## Aquatic Consulting Services LLC

P.O. Box 530, Sanford, MI 48657 989-687-5198

Lake and Pond Improvement  
Water Quality Investigations  
Environmental Assessments  
Wetland Use Evaluations

September 7, 2016

Mr. Ben Swayze, Manager  
Cascade Charter Township  
2865 Thornhills, S.E.  
Grand Rapids, MI 49546

Dear Mr. Swayze:

Thank you for considering the continuation of your gypsy moth suppression program. Aquatic Services has been actively doing this work for 30 years throughout Michigan, and for the past 19 years in Cascade Charter Township.

The gypsy moth remains a problem in Michigan because it reaches such high numbers so quickly. Small, remnant populations can multiply quickly and become a nuisance at the least, and causing tree mortality at worst. This is referred to as a bimodal life history; with populations existing at either very low or very high numbers. Our job is to find the very short period of transition between these two extremes and intervene so the low populations do not become nuisance populations.

We accomplish this task by surveying the entire Township where suitable habitat exists, noting the gypsy moth populations, their health, degree of parasitism, egg viability, egg mass size, and other factors that influence the coming year's population. This information is analyzed with the threshold model developed in Michigan so we know when intervention is appropriate. By aerially spraying the selected areas, the population is kept in check indefinitely using only a minimum of spray. It is likely that the vast majority of your residents will never know the devastation of a gypsy moth outbreak as long as we maintain a proactive attitude toward monitoring and control.

I have attached an Agreement for the 2017 insect season for your consideration. If you find it acceptable, please return a signed copy to me and we will schedule the work. Mid-October is the best time to start and we usually finish by the end of the year. I will send a final report to you once surveying is complete.

Thanks again, for your consideration.

Sincerely,

Neal Swanson, Owner/Biologist

Enclosure



**AGREEMENT**  
**Gypsy Moth Population Surveys for Aerial Spraying 2017**  
**Cascade Charter Township**

Aquatic Consulting Services LLC, PO Box 530, Sanford, MI 48657 agrees to provide certain work, analysis, and/or reports as described below:

1. Conduct gypsy moth egg mass surveys to determine areas that require aerial spraying in 2017 to prevent nuisance levels of gypsy moth larvae. The area to be surveyed includes the entire Township of Cascade except for the open area surrounding the airport, unless suitable tree cover is present to support a sustained gypsy moth population. The surveys will be completed during the autumn when conditions are favorable for this procedure and following approval and receipt of a final agreement.
2. Determine spray block configuration for efficient aerial treatment of the high priority areas and map the blocks using a computer based mapping system.
3. Maintain the egg mass count data and spray block records to include the 2017 data so the gypsy moth population can be tracked over time.
4. Analyze the egg mass survey data according to the method known as the "Kroll Threshold Model" to determine the risk of nuisance levels of larvae in each potential spray block.
5. Recommend areas to be treated by aerial spraying of *B. thuringiensis* (B.t.) to alleviate nuisance levels of gypsy moth larvae and to deter population buildup.
6. Provide paper and electronic maps of the areas recommended for treatment to both the Township and to the Aerial Contractor.
7. Provide the digitized spray blocks on computer media to the pilot for the AgNav cockpit GPS guidance system. Objectors to the spray, if any, will be excluded from the spray block providing the objector information is received by Aquatic Consulting Services from the Township by April 30, 2017.
8. The egg mass survey field work will be accomplished by January 31, 2017. The analysis, the recommended spray blocks, and the accompanying maps will be completed by February 28, 2017.

As Client, Cascade Charter Township, 2865 Thornhills, S.E., Grand Rapids, MI 49546, agrees to compensate Aquatic Consulting Services for the above described services as follows:

A total of \$8,600.00 upon completion of the survey and receipt of proper invoice.

Also, the Township agrees to furnish any existing maps, either paper or in electronic format, that may be of use in assisting the described work.

*Client:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Ben Swayze, Township Manager*

*Aquatic Consulting Services LLC:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*Neal Swanson, Owner*

Terms:

# Gypsy Moth in Michigan

Michigan State University Extension & Michigan State University Department of Entomology  
& the Michigan Department of Agriculture

The following information was taken from the  
Gypsy Moth in Michigan Homeowner's Guide

**MICHIGAN STATE  
UNIVERSITY  
EXTENSION**



**WASHTENAW COUNTY**

Michigan State University  
Extension

705 N. Zeeb Road  
P.O. Box 8645  
Ann Arbor, Michigan  
48107-8645

734/997-1MSU  
Fax: 734/222-3990

[msuextension@ewashtenaw.org](mailto:msuextension@ewashtenaw.org)  
<http://extension.ewashtenaw.org>



## Contents:

Gypsy Moth Management Starts at Home .....	2-3
Trees and shrubs defoliated by gypsy moth .....	4
Be careful about quick fixes for your gypsy moth problem .....	5
Be Careful with Pesticides! .....	5
Gypsy Moth Life Cycle.....	6
Comparison of Eastern Tent Caterpillar, Forest Tent Caterpillar and Gypsy Moth.....	7-8
A Natural Enemy of Gypsy Moth .....	9-10
Gypsy Moth Populations Growing .....	11

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# Gypsy Moth Management Starts At Home

You are the first line of defense for protecting your trees and shrubs from damage by gypsy moth, other insects, nematodes and diseases. Being knowledgeable about the life cycle of the gypsy moth will pay off in money saved, labor expended and peace of mind.

Depending upon where you live in Michigan, gypsy moth outbreaks may last from two to several years or may never occur. Why gypsy moth populations explodes from time to time is not entirely clear. Outbreaks will eventually collapse, usually from natural causes.

Until a local gypsy moth population crashes, however, there are several techniques that homeowners can employ to keep damage and nuisance to an affordable minimum.

## Monitoring

Hopefully, the mind set of dragging the sprayer out of the garage and spraying insecticide on trees and shrubs just because something might be out there lurking is no longer a part of the Michigander mentality. Years ago this was called "insurance spraying" when everybody was spraying chlorinated hydrocarbon insecticides (e.g., DDT) on everything that moved. We all know where that got us!

Take time to inspect your trees and shrubs periodically for the various life forms of gypsy moth. Especially look for the caterpillars when they begin to hatch, usually in early May.

Contrary to popular belief, population explosions in a locality do not happen suddenly! An area will undergo a gradual population buildup for a time before the population goes into a phase of rapid release. This gives vigilant homeowners, neighborhoods and communities time to assess local conditions and take appropriate action.

The gypsy moth is in the egg mass form for nearly nine months, plenty of time to find and destroy them before they hatch in the spring. While it may not be possible to find and destroy all of the egg masses in and around your backyard, this activity will complement management activity taken in the spring.

## Management Non-Pesticide Techniques:

### *Water and Fertilize*

We often take trees and shrubs for granted, figuring that they are indestructible and meant to last forever. Trees and shrubs have specific nutrient and water requirements. Take the time to determine what they need, and water and fertilize properly. There are bulletins available at all county extension offices and garden centers. Most insects and diseases select trees and shrubs that are being stressed. Keeping your trees and shrubs healthy will reduce the pests and diseases attracted to your foliage and lessen the damage done if they are attacked.

### *Sanitation*

Keep your yard as clean as possible. Remove discarded items, dead branches (from the ground and out of the trees), stumps, etc., where the adult female moth is likely to lay egg masses. It is very important that homeowners be watchful when obtaining firewood from areas infested by the gypsy moth. A good rule of thumb is to never get more firewood in the summer or fall than you can burn by spring.

Each fall, check recreation vehicles (boats, trailers, campers, etc.) for gypsy moth egg masses. Vehicular movement is how gypsy moth came to Michigan.

### *Destroy Egg Masses*

As mentioned, gypsy moth egg masses are around for nearly nine months before they hatch. Homeowners can help reduce gypsy moth population on their property and in their neighborhood by seeking out and destroying egg masses each year.

When a gypsy moth caterpillar is about to pupate, it will look for a protected area such as a loose flap of bark, something flat nailed to a tree, woodpile of the underside of branches, etc. Once a suitable location is found, it weaves a loose net of silk around itself and

transforms into a pupa. This is the resting state where the caterpillar undergoes the miracle transformation from caterpillar to moth. This takes about two weeks.

Upon emergence, the female gypsy moth is creamy white and has a wingspan of about two inches. The male moth is smaller in size and camouflage brown with black mottling. Both have a distinguishing mark on their forewings: an inverted black V often referred to as a chevron marking.

The female generally deposits egg masses from early July to mid-August depending upon local weather conditions. The female cannot fly, so she will lay egg masses near where she was in the pupal (cocoon) stage.

The adult female lives about a week. Her only purpose in life is to breed as quickly as possible and lay her eggs. She cannot fly, so she emits a chemical odor to attract the nearest male for mating, the male flies off to mate several more times before dying. After mating, the female spends about a day depositing her egg mass, falls to the ground and dies. Neither the male or female moth feed.

Each egg mass can contain from 50-1,000 eggs. The eggs are intertwined in a matting of hair from the body of the female. The hair is a tan-buff color and helps insulate eggs.

The egg masses begin hatching the following May. Hatching coincides with the bud break of aspen and the flowering of serviceberry.

Homeowners are encouraged to search out and destroy egg masses. This is accomplished by scraping them from the surface to which they are attached into a coffee can or similar receptacle. They can be buried or burned. Remember that each egg mass destroyed probably eliminated 400-500 caterpillars. Destroying egg masses is not a cure all. Many times egg masses are overlooked or inaccessible. However, it is a very good and certainly very cheap way to significantly impact the gypsy moth population in your yard and neighborhood.

Continued on page 3

### Barrier Bands

Sticky, or slippery bands can be placed around tree trunks to help curtail, though not necessarily prevent, the caterpillars movement into and out of the tree canopy.

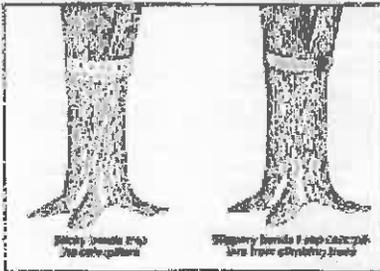
Sticky bands can be purchased or made using a nonporous material that can be wrapped around a tree trunk, then coated with a commercially made, vegetable-based sticky material. **Never put sticky material directly on the tree trunk.** This will permanently stain the bark and may harm the tree.

Sticky bands should not be put on the tree until the caterpillars are about an inch long. Smaller caterpillars usually stay in the tree canopy. Sticky bands eventually lose their effectiveness due to rain and other weather factors, the sticky material has to be reapplied periodically. Bands covered completely with caterpillars need to be cleaned or replaced.

Slippery bands are also intended to interrupt the daily migration of the caterpillar. They prevent the caterpillar from climbing up into the canopy.



Gypsy moth caterpillars use cloth bands to hide during daylight hours. Scrape the caterpillars into a bucket of soapy water.



### Hiding Bands

Cloth, or hiding bands, can be homemade from medium weight dark cloth about 12 to 18 inches wide and long enough to completely wrap

around the tree. Fasten each band at chest height around the tree with twine, cord or wire about midway from the bottom of the cloth. Then fold the top part of the cloth down over the bottom half.

Caterpillars descending the tree in the morning in search of a secluded daytime resting spot will hide under the flap of the band. Remove and destroy caterpillars each day by scraping them into a bucket of soapy water.

### Pesticide Techniques

#### Biological Pesticide

Many pesticides are registered for use against gypsy moth in Michigan. A biological pesticide commonly used on gypsy moth is *Bacillus thuringiensis* var. *kurstaki*. B.t. is a common soil bacteria. It is commercially formulated and sold under various labels (e.g., Dipel, Foray, Thuricide and Bactur to name a few). B.t. can be applied from the ground or by aerial spraying.

B.t. formulations are quite safe to humans. There is no apparent human toxicity, although there have been rare cases of allergic reaction by humans to certain formulations of B.t. In fact, B.t. is only known to be toxic to the caterpillars of moths and butterflies. While there are many species of caterpillars affected by B.t., this pesticide is the most "selective" product available.

To be effective in minimizing defoliation, B.t. must be applied when caterpillars are less than one inch long. As caterpillars get larger, the efficacy of B.t. diminishes. B.t. has a reported residual activity (i.e. how long it remains potent) of about a week. It is broken down by sunlight. In instances where there are very high gypsy moth populations, two applications five days apart might be needed.

Most chemical pesticides are 95% - 99% effective. B.t.k. is probably is 80% - 85% efficient in field applications. This is a desirable attribute of B.t.k.. That may sound like a contradiction, but it isn't. Pesticides that are highly efficient will eventually work against the pest manager. Insects, through natural selection, will develop resistance to the pesticide. By

leaving 15% of the population intact, selection for resistance is slowed. B.t.k. has been used against gypsy moth for over twenty-five years and no resistance has been discovered. There is, quite naturally, a trade off. When B.t.k. is applied there are still some caterpillars crawling around. However, nuisance is reduced to a minimum, defoliation lowered below damaging levels.

#### Soap and Water

In addition to destroying egg masses, homeowners can use other non-pesticide methods to reduce defoliation of their yard trees.

Watch for the appearance of the small caterpillars in the spring. A garden hose has sufficient water pressure to knock them off the foliage. Spraying them with water under pressure kills many of them.

Garden centers carry various brands of "insecticidal soap." An insecticidal soap is not a soap with a synthetic insecticide but instead refers to the ability of the soap to kill certain insects. Spraying gypsy moth caterpillars with a hose with an attachment to dispense soap can be effective. Always follow label directions on the insecticidal soap container. Small and large caterpillars can be drowned when submerged into a bucket of soapy water.

#### Chemical Insecticides

A number of chemical pesticides are registered against gypsy moth in Michigan. Many are available at your local garden center or nursery. Some of the most common are formulations of acephate, carbaryl, and malathion.

If you choose to use chemical insecticides, apply them judiciously and wisely. Besides gypsy moth they can have a potential impact on a variety of beneficial insects, including valuable predators, parasites and honeybees.

Regardless of what insecticide you choose, read the label instructions and follow them exactly. If you have any potential personal health concerns regarding pesticides, discuss them with a physician or contact your local health department.

# Trees and shrubs defoliated by gypsy moth

Although gypsy moth caterpillars feed primarily on deciduous tree species such as oak or aspen, this insect is known for its wide-ranging appetite. When populations of gypsy moth are very high, the caterpillars quickly devour the leaves of their preferred host tree species. Once their favored food source disappears, the hungry caterpillars do not hesitate to seek out new sources of food. When this occurs, almost any deciduous or conifer tree, shrub or other landscape plant may be at risk of suffering some amount of defoliation.

Consequently, it is difficult to state exactly how susceptible a tree or shrub species is to defoliation by gypsy moth caterpillars. Therefore, the following list is offered only as a guide to homeowners. This list does not guarantee that any species listed as minimally at risk will never be defoliated by the gypsy moth.

More importantly, homeowners need to recognize that gypsy moth caterpillars do have preferences for certain types of trees and thrive best on those species. Typically these favored food sources are usually the first ones attacked in a homeowner's yard, especially tall, large crowned trees. These are the trees most likely at risk to defoliation.

Generally speaking, when gypsy moth caterpillars move into less preferable food sources, the caterpillars do not thrive as well and often only cause minor damage.

However, regardless of this insect's food preferences, close inspection of yard trees and outdoor fixtures and prompt action by the homeowner to destroy egg masses and small caterpillars is crucial. This is the real key to minimizing the discomfort and, to some degree, the defoliation caused by large numbers of gypsy moth caterpillars.

If a homeowner is able to minimize the amount of defoliation from the gypsy moth, it will lessen the overall impact on tree health. When a hardwood tree is heavily defoliated, the needed energy to regrow a new set of leaves causes stress. This stress often weakens a tree which may lead

to additional tree health problems. Moreover, conifer species, such as spruce or pine, are at greater risk than hardwoods because conifers are not able to regrow needles lost to defoliation. Thus complete defoliation of conifers by gypsy moth is usually fatal.

## Trees and Shrubs Most at Risk to Defoliation

All Oak (*Quercus*).  
 All aspen and poplar (*Populus*).  
 Gray, paper (white), and river birch (*Betula*).  
 All willow (*Salix*).  
 All apple and crabapple (*Malus*).  
 All thornapple and hawthorne (*Craetagus*).  
 White pine (*Pinus*).  
 Blue spruce (*Picea*).  
 American beech (*Fagus*).  
 Basswood (*Tilia*).  
 Sweetgum (*Liquidambar*).  
 Juneberry or serviceberry (*Amelanchier*).  
 Witch hazel (*Hamamelis*).  
 Hazelnut (*Corlus*).  
 Mountain ash (*Sorbus*).

## Trees and Shrubs Somewhat at Risk to Defoliation

Black walnut and butternut (*Juglans*).  
 All cherry and plum (*Prunus*).  
 Norway, red and sugar maple (*Acer*).  
 Hophornbeam or ironwood (*Ostrya*).  
 Alder (*Alnus*).  
 Elm (*Ulmus*).  
 Hickory (*Carya*).  
 Eastern redbud (*Cercis*).  
 Sassafras (*Sassafras*).  
 Paw paw (*Asimina*).  
 White and Norway spruce (*Picea*).  
 Balsam fir (*Abies*).  
 Eastern hemlock (*Tsuga*).  
 Red, jack, scotch and Austrian Pine (*Pinus*).

## Trees and Shrubs at Minimal Risk to Defoliation

Ash (*Fraxinus*).  
 Tulip tree or yellow poplar (*Liriodendron*).  
 Sycamore and London plane tree (*Plantanus*).  
 Northern catalpa (*Catalpa*).  
 Honey locust (*Gleditsia*).  
 Black locust (*Robinia*).  
 Horsechestnut (*Aesculus*).  
 Dogwood (*Cornus*).



*Gypsy moth caterpillars prefer to eat leaves of certain tree species, including poplar.*

Eastern redcedar (*Juniperus*).  
 Juniper (*Juniperus*).  
 Yew (*Taxus*).  
 Lilac (*Syringa*).  
 Azalea (*Azalea*).  
 Rhododendron (*Rhododendron*).  
 Arborvitae (*Thuja*).  
 Viburnum (*Viburnum*).

Homeowners considering planting trees or shrubs in areas prone to high gypsy moth population build-ups should choose species that are at minimal risk to defoliation. Contact your local MSU Extension office for bulletins and information on tree selection, planting and care.



## Be careful about quick fixes for your gypsy moth problem

Struggling with the effects of the gypsy moth can be frustrating enough without unscrupulous people trying to take advantage of the homeowner by offering quick fixes.

There are no quick fixes, declares Russell Kidd, MSU Extension district forestry agent in Roscommon County.

He advises homeowners to be wary of products or services that promise or imply they can end gypsy moth problems in the backyard or woodlot.

Be careful of salespeople who want to spray your trees with chemicals that are "guaranteed" to control the gypsy moth. In some cases, these may be worthless or even dangerous.

Homeowners should ask what chemical is to be used, its hazard, what its effect will be and what precautions will be taken to minimize spray drift to nearby objects.

Homeowners should also ask to see proof that the company and the individual are certified and licensed to

apply such a material. Michigan law requires that commercial pesticide spraying companies be certified and licensed by the Michigan Department of Agriculture.

Remember that chemical sprays are effective only during the caterpillar stage of the gypsy moth. Spraying trees before the eggs hatch or after the caterpillars have pupated or emerged as adults moths is worthless. (See the gypsy moth life cycle chart).

Be wary of unrealistic claims about products or techniques to rid your property of the gypsy moth by themselves.

Some products, such as sticky bands, are indeed useful, but they will not control the gypsy moth completely, especially when used alone. Only a combination of control treatments, used diligently by the homeowner, will achieve satisfactory control of the gypsy moth.

Other products may not do what their names imply. Take, for instance, the gypsy moth trap. The

purpose of the trap is to attract and capture the adult gypsy moth. Traps are used to monitor gypsy moth populations. They will not control or eliminate next year's gypsy moth problem in your yard because one adult male moth can mate with many female moths and one or two traps will not capture enough males to interfere with mating or cause the population to decline significantly next year.

Be very careful about timber buyers who offer to buy standing trees that have been defoliated. Unscrupulous timber buyers may use gypsy moth infestations in an area as a scare tactic to persuade people to sell valuable timber at low prices before the tree die.

Timber owners should always consult with professional foresters before they decide to sell any standing timber.

Your county MSU Extension office can provide the names of professional foresters in your area.



## *Be careful with pesticides!*



*Use proper recycling procedures for disposing of pesticide containers.*

This publication contains pesticide recommendations based on research and pesticide regulations. However, changes in pesticide regulations occur constantly. Some pesticides mentioned may no longer be available, and some may no longer be legal. If you have questions about the legality and/or registration status for using pesticides, contact your MSU Extension county office.

To protect yourself and others and the environment, always read the label before applying any pesticide. For information about pesticide labels see Extension Bulletin E-2182 *Reading a Pesticide Product Label*. For more information about pesticide safety, see Extension Bulletin E-2215, *Using Pesticides Safely: A Guide for the Applicator*; Extension Bulletin E-1546 *Take Cover! Protect Yourself from Exposure (Pesticides)*. For more information about safe disposal of pesticide containers see Extension Bulletin AM-95 *Rinsing and Recycling Pesticide containers*.

***Dozens of other Extension bulletins on safe application of pesticides are also available.***

# Gypsy Moth Life Cycle

**1) Small Larvae.** This stage lasts for 7-10 days after eggs hatch in early May (or sooner in warmer weather). Larvae are less than 1/2 inch long and usually black. They linger around the egg cluster for several days if the weather is cool or rainy, then climb trees or other objects, trailing silken threads as they move. When the larvae reach the top of the tree, they do not feed but drop on silken threads and are dispersed by the wind.

**2) Large Larvae.** Feeding at night for 4 to 6 weeks, large larvae generally rest during the day unless populations are very large, then they wander constantly. They grow until they are about 2 inches long.



1. Small Larvae—May



2. Large Larva—June



3. Pupae—July



4. Adults—August

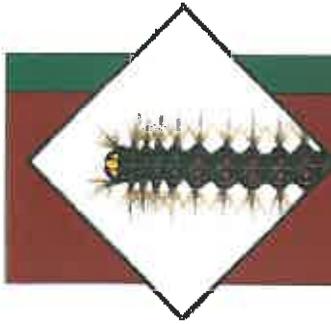


5. Egg masses—August

**3) Pupae.** During this stationary stage the larvae are changing into moths. This generally occurs from the end of July until early August. After about 10 days in the dark colored pupal cases, the adult moths emerge, leaving the pupal cases behind.

**4) Adults.** The female moth is creamy white and does not fly but emits a chemical called a pheromone to attract a male moth. The male is brownish and flies in a zigzag pattern looking for the female. A single male can mate with many females. Both sexes have chevron markings (V or notch-shaped marking) on each forewing.

**5) Egg masses.** The buff-colored egg masses contain between 50 and 1,500 eggs. The female deposits the eggs on any convenient surface. The masses are usually covered with hairs from the female's abdomen. The egg masses are quite cold resistant and can survive temperatures as low as -20 degrees F. Egg masses hatch during May.



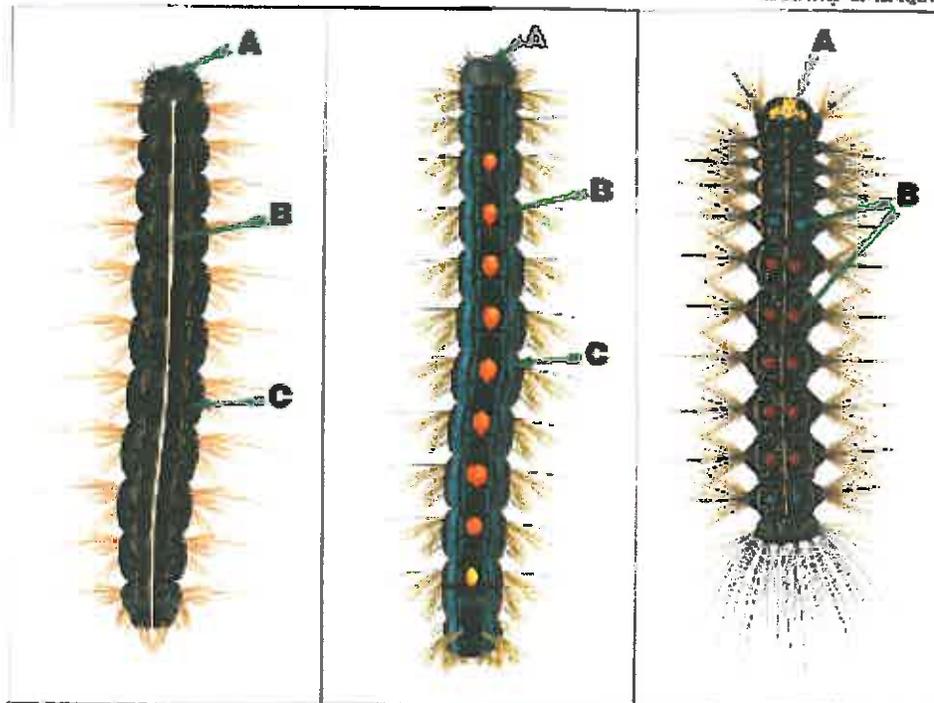
## Comparison of the Eastern Tent Caterpillar, Forest Tent Caterpillar and Gypsy Moth

Michigan State University Extension

**T**hese three insects are often found feeding on the leaves of hardwood trees early in the summer. They can be easily confused with one another. The illustrations and information here will help you to identify which caterpillar is feed-

ing on your trees. Contact your local MSU Extension office or regional Dept. of Natural Resources office for more information on the biology and management of these insects.

Illustrations by Bob Garbary



**Eastern Tent Caterpillar**  
*(Malacosoma americanum)*

**Forest Tent Caterpillar**  
*(Malacosoma disstria)*

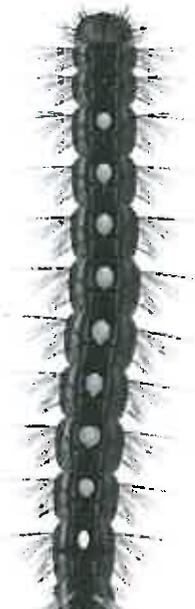
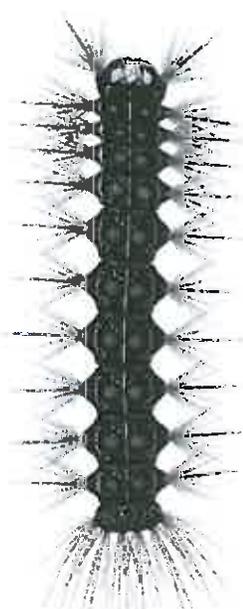
**Gypsy Moth Caterpillar**  
*(Lymantria dispar)*

<b>Markings</b>	<b>A)</b> Dark head; <b>B)</b> prominent white or yellow stripe down the center of the body; <b>C)</b> small blue spots to the side.	<b>A)</b> Blue head; <b>B)</b> prominent central row of white or yellow markings in keyhole or footprint shape; <b>C)</b> bluish on sides of body.	<b>A)</b> Yellow head with black markings; <b>B)</b> prominent blue and red spots.
<b>Tents</b>	Prominent silk tent in branch junction.	They do not spin silk tents; resting sites on leaves may have small silk layer.	No silk tents.

(2007)



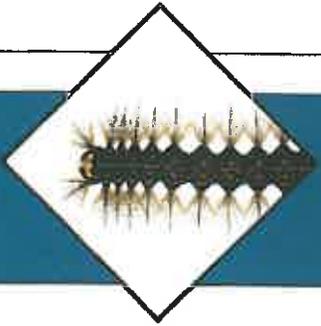
## Comparison of the Eastern Tent Caterpillar, Forest Tent Caterpillar and Gypsy Moth

	 <b>Eastern Tent Caterpillar</b> <i>(Malacosoma americanum)</i>	 <b>Forest Tent Caterpillar</b> <i>(Malacosoma disstria)</i>	 <b>Gypsy Moth Caterpillar</b> <i>(Lymantria dispar)</i>
<b>Egg Mass</b>	Dark, spindle-shaped mass wrapped around twigs; rough varnished texture. 	Similar to eastern tent caterpillar. 	Tan color; covered with fine hairs; 1 to 3 inches long; usually on tree bark. 
<b>Preferred Host Trees</b>	Black cherry, apple, crabapple.	Aspen, sugar maple, oaks, birch, black gum.	Oaks, aspen, birch, willow and more than 250 other species.
<b>Populations</b>	Native insect; silk tent is unattractive, but feeding rarely harms trees; common pest of ornamental trees in urban settings.	Native insect; outbreaks occur at roughly 10-year intervals and usually last 2 to 4 years; most common in forests, especially where aspen is abundant.	Exotic pest; severe defoliation during outbreaks can occur for 2 to 3 years in urban and forested areas, especially where oaks are abundant.

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## *Entomophaga maimaiga* - A Natural Enemy of Gypsy Moth

Michigan State University Extension

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The gypsy moth (*Lymantria dispar* L.) is an exotic pest of urban and forest trees. Gypsy moth caterpillars feed on the leaves of oaks, aspens, and many other hardwood and conifer trees. During gypsy moth outbreaks, trees may be completely stripped of leaves. Although gypsy moth caterpillars rarely kill trees by themselves, trees weakened by heavy defoliation may become more susceptible to drought, disease or other insect pests. In addition, the large hairy caterpillars annoy people living or recreating in outbreak areas.

Managing gypsy moth requires the integration of a variety of control tactics. Biological control, the use of natural enemies to control a pest, can be an important part of an integrated pest management program for gypsy moth. One biocontrol agent that has recently shown much promise is a fungal pathogen, *Entomophaga maimaiga*.

### Origin of *Entomophaga maimaiga*

*Entomophaga maimaiga* is a common disease in gypsy moth populations in its native country of Japan. The fungus was first released into the United States near Boston in 1910 as part of a program to introduce natural enemies of gypsy moth. Scientists could find no evidence that the fungus had become established and the project was abandoned a few years later. However, the fungus appeared unexpectedly in several northeastern states in 1989 and caused high mortality in many gypsy moth populations. Although scientists have several theories, the strange reappearance of the fungus is still a mystery.

*Entomophaga maimaiga* was first brought into Michigan in 1991 by scientists at Michigan State University and the USDA Forest Service. It was released in three sites in northern lower Michigan and monitored closely.

Additional introductions have since occurred and the fungus also is spreading naturally. *Entomophaga maimaiga* has now been found throughout most of Lower Michigan.

### Life history of *Entomophaga maimaiga*

*Entomophaga maimaiga* passes the winter as a tough, thick-walled "resting spore" in the soil and on tree bark. In May and June, resting spores germinate and produce sticky spores at the end of a stalk that grows just above the soil surface. Gypsy moth caterpillars come into contact with these spores in the spring as they search for suitable leaves to feed on. The fungus digests its way through the exoskeleton of the caterpillar and grows inside the body of the caterpillar. Infected caterpillars may die within one week.

When young caterpillars are affected early in the summer, the fungus will produce a second type of spore called conidia. These microscopic spores are spread by the wind and can infect other caterpillars. The cycle of conidia production and infection may occur four to nine times during the summer. When the fungus develops in large caterpillars, it produces the overwintering resting spores.

Weather plays an important role in determining how effective *Entomophaga maimaiga* will be. Like most fungi, its spores need moisture and high humidity to germinate. Frequent rainfall during May and June contributes to the start and spread of *Entomophaga maimaiga* through a gypsy moth population. Temperatures of 50 to 80 degrees F enhance fungal growth.



Figure 1. Gypsy moth larva killed by NPV hanging in an inverted "V" position.



Figure 2. Dead larvae covered with conidia of *Entomophaga maimaiga*.



Figure 3. Larvae killed by *Entomophaga maimaiga* often remain attached to trees.

## Distinguishing *Entomophaga maimaiga* from NPV

Another disease is common in outbreak populations of gypsy moth. NPV (nuclear polyhedrosis virus) is a virus disease that often causes gypsy moth outbreak populations to collapse. One important difference between the two diseases is that NPV is seldom prevalent until gypsy moth populations reach very high levels. In contrast, *Entomophaga maimaiga* may be found even when gypsy moth populations are low.

Caterpillars killed by NPV often remain attached to the stem or branches of trees. The bodies of the dead caterpillars are soft, filled with a brown liquid and disintegrate rapidly. Usually they hang limply in an upside-down "V" position (Fig. 1).

Caterpillars killed by *Entomophaga maimaiga* will also remain attached to tree stems or branches. However, the bodies tend to be stiff and straight, and the legs extend stiffly from the body. Some of the dead caterpillars may have tiny white conidia attached to the hairs on the body (Fig. 2). The cadavers may remain on the stem well into autumn (Fig. 3).

## The future of *Entomophaga maimaiga*

*Entomophaga maimaiga* may become an important biological control of gypsy moth in both low and high populations. Infections may be more common in years with rainy spring weather than in years with dry spring weather. Scientists have found that the fungus is established in a number of areas in Michigan. Laboratory and field studies have shown that *Entomophaga maimaiga* is host specific and poses little risk to other insect populations. It will not affect other animals or humans. Introductions and evaluation will continue. Although there is not likely to be any "silver bullet" for gypsy moth, *Entomophaga maimaiga* should improve our ability to manage this pest in Michigan.

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## Gypsy Moth Populations Growing

Robert Bricault, MSU Horticulture Educator

One of the hardest lessons I learned over the years is that information taught in the past may not be remembered tomorrow. Gypsy Moth management was the central focus of my career from 1985 through 1999. I worked in landscaping in Midland and Isabella Counties when Gypsy Moths caused the first defoliation in Michigan in 1985. During the 1990's the insect moved into Southeast Michigan where it continued it's destructive pattern of ravenous eating, stripping thousands of trees of their leaves.



By 1994, Extension worked with the Michigan Department of Agriculture mapping out areas with large Gypsy Moth egg mass counts for aerial spraying with the bacteria, Bt (*Bacillus thuringiensis*). Bt did not kill the caterpillars quickly, but made them sick by changing the pH in their stomachs. Eventually they stopped eating and starved to death.

Bt helped to reduce the population not eliminate it, giving parasites, predators and pathogens a chance to develop. A pathogen called NPV, nucleopolyhedrosis virus, began killing large number of caterpillars leaving them hanging in an upside down V on tree trunks. Unfortunately, NPV only worked well when populations of the insect were very high. A real break came when a soil borne fungus, *Entomophaga maimaiga* started to kill off large numbers of caterpillars in midsummer leaving them hanging straight down on tree trunks. The fungus was effective even in sites with low numbers of Gypsy Moths present. The fungus spreads during periods of consistent rainfall in late spring and early summer. Gypsy Moth populations have been at very low numbers for the past eight years in Washtenaw County mostly due to the *Entomophaga* fungus.

The drought of 2007 reduced the development of the fungus allowing more caterpillars to survive, change into moths and lay eggs. The increasing population of caterpillars led to localized defoliation of trees. The worst damage was on Blue Spruces. Fortunately, we did experience good rainfall in June 2008, allowing the *Entomophaga* fungus to spread and kill many caterpillars. Enough Gypsy Moth did survive in 2008 to produce larger numbers of egg masses than we have seen in over six years. This may cause some localized defoliation of trees again this coming summer, increasing the need to educate residents on managing this pest.

Gypsy moth eggs hatch in mid spring usually about the time serviceberry is in bloom. People often confuse Gypsy Moth with other caterpillars that make tents or webs in trees. Gypsy Moth can hang from silk like strands from a branch but do not make webbed tents. They can spread by wind while hanging from this thread. At this early stage they are susceptible to Bt. Bt works well on young caterpillars, but is ineffective once they get beyond an inch long. Trees can be banded with burlap to trap caterpillars that seek shelter under the burlap during the day. Unfortunately, in blue spruces it is

hard to manage them through banding. Once in the moth stage Gypsy Moth does not feed. The brown male moths can be seen flying around searching for the white female moths that do not fly. The female leaves behind buff colored egg masses that are easy to see.



Fall and winter are great times to go hunting for the buff colored egg masses in trees. If you have spruces check under the branches for the egg masses. If you find egg masses on structures, outdoor furniture or trees, knock them off into soapy water. This sanitation practice greatly reduces the number of caterpillars the following year. Some of their favorite trees include oak, birch, apple, willow, hawthorn, white pine, blue spruce, serviceberry and poplars, but they will eat leaves from maples and other trees that are not their most preferred species. If large populations are found damaging trees it may become necessary to treat the trees with an insecticide. The greatest risk is to evergreens like blue spruces and white pines that do not come back from defoliation as well as deciduous trees will. If using a pesticide make sure it is labeled for control of Gypsy Moth.



We are often asked why the county is not still part of the state's suppression program. The need for the program in Washtenaw and across Michigan declined as Gypsy Moth levels dropped very low across the state. The State's Suppression program actually ended in 2006 and also the availability of federal dollars to assist communities in aerial spray programs. The suppression program did what it was supposed to do, reducing the insects population long enough for other forces that help control Gypsy Moth to develop in our ecosystem.

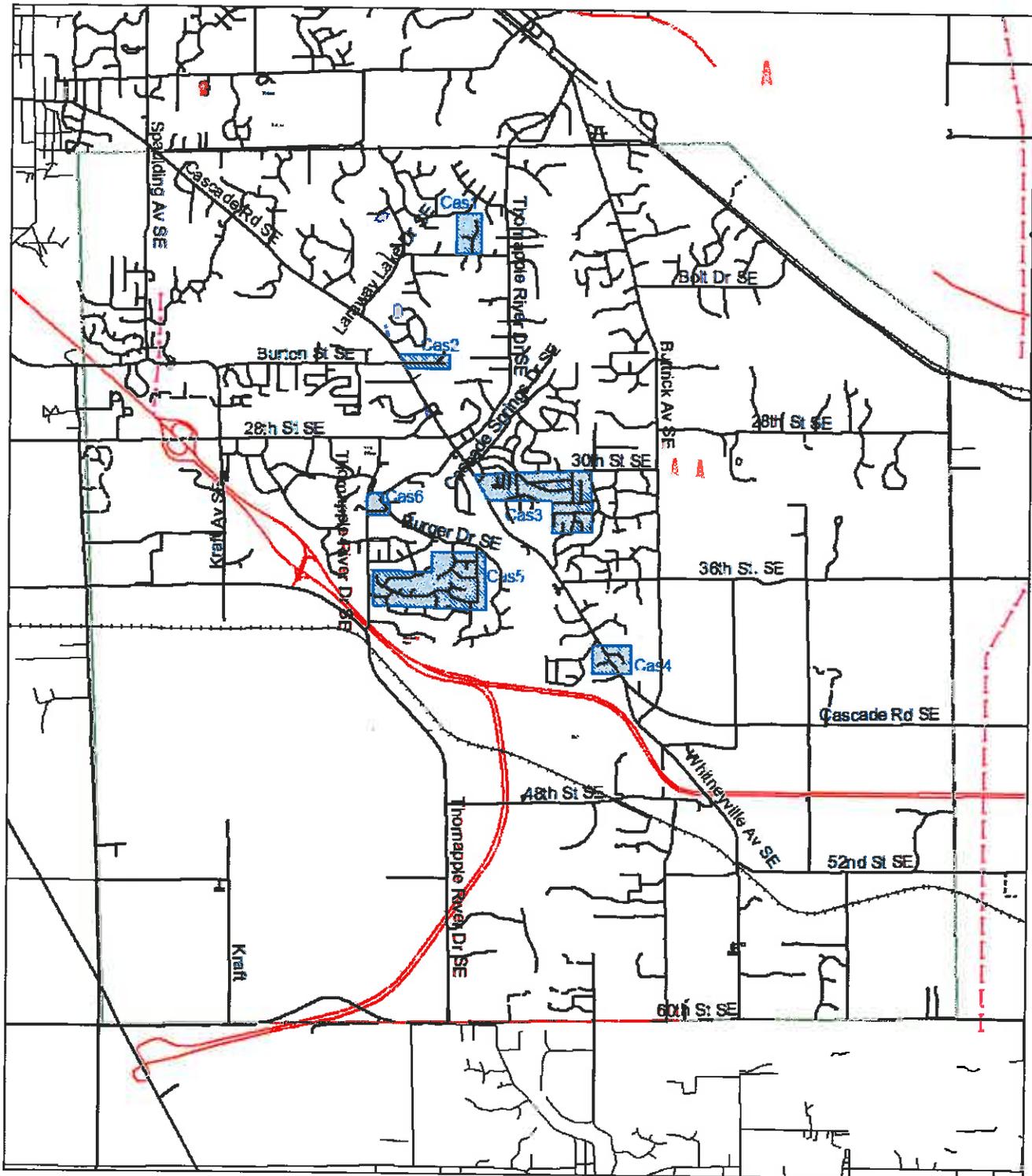
Through careful monitoring, sanitation practices, banding as well as localized pesticide treatment, you can help to keep Gypsy Moth in check while allowing natural pathogens, predators and parasites to gain back a balance of control. Our hope is that nature will continue to keep Gypsy Moth populations at low levels in most years and eliminate the need for large scale spray programs. If you find large local Gypsy Moth infestations please share this information with the Horticulture staff at the MSU Extension office: 734 997-1678 or contact the Master Gardener Hotline from mid April through October at 734 997-1819.

**Gypsy moth and gardening questions phone:  
Washtenaw County, MSU Extension  
Master Gardening Hotline at: 734 997-1819**

**Master Gardener Volunteers are available:  
mid April through October  
Monday through Thursday  
9:00 a.m. – 12:00 noon  
1:00 p.m. – 4:00 p.m.**

*At other times phone the MSU Extension office at 734 997-1678*

# Cascade Township Gypsy Moth Spray Survey Report for 2016 Season



**Shaded Areas are Proposed for  
Aerial Spray in Spring 2016**



**— Township Border**

*2015 Aquatic Consulting Services*



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** September 28<sup>th</sup>, 2016  
**To:** Supervisor Beahan and Township Board Members  
**From:** Ben Swayze, Township Manager  
**Subject:** Interurban Transit Partnership Transportation Services Contract

---

## FACTS:

Cascade Township contracts with the Interurban Transit Partnership (commonly known as “The Rapid”) to provide route specific linehaul transportation services as well as paratransit services to individuals with disabilities that live within ¼ mile of the linehaul designated route. There are two linehaul routes within the Township:

- **28<sup>th</sup> Street Route** – East on 28<sup>th</sup> Street, North on Patterson, East on Burton, South on Kraft, East on 28<sup>th</sup> Street, turnaround in Thornapple Center, west on 28<sup>th</sup> Street past Patterson.
- **36<sup>th</sup> Street Route** – West on 36<sup>th</sup> Street, north on Kraft Avenue, East on 33<sup>rd</sup> Street, south on Patterson, west on 36<sup>th</sup> Street. (Peak periods only, 15 trips daily)

**28<sup>th</sup> Street Route** - For the FY2016 contract, the proposed cost is \$376,045. This is calculated at 5,526 billable hours at a contract rate of \$68.05 per hour. This represents a 0.8% contract rate *decrease* from FY 2016.

**36<sup>th</sup> Street Route** - For the FY2016 contract, the proposed cost is \$28,343. This is calculated at 416.5 billable hours at a contract rate of \$68.05 per hour. This represents a 0.8% contract rate decrease from FY 2016.

Attached for your review are:

- Proposed agreement between The Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services
- Copy of the 2<sup>nd</sup> Quarter Transit Report

## ANALYSIS & CONCLUSIONS:

Besides the decrease in the contractual rate, the agreement is the same that has been approved by the Township in previous years. Though the contract rate is based on service hours for the linehaul service, the paratransit service is included as well, no matter the usage. The paratransit service applies to any individual that qualifies for the service and lives within ¼ mile of the linehaul route.

The Township Board received the first comprehensive quarterly report on the Township bus service in July. The report indicated that the 28<sup>th</sup> Street Service in June saw weekday daily ridership (boardings and alightings) of 203 riders per day, Saturday ridership of 154 riders per day and Sunday ridership of 131 riders per day. According to Rapid Senior Planner Kevin

Wisselink, those numbers compare favorably to other crosstown routes. For example, the 28<sup>th</sup> Street extension had 15.4 passengers per hour for weekdays, compared to 17 passengers per hour for the 28<sup>th</sup> Street crosstown route and 14.6 passengers per hour for the for the 44<sup>th</sup> Street crosstown route. Preliminary data from July and August shows increased ridership throughout the summer.

The availability of Go!Bus paratransit service has also lessened the financial burden of paratransit services on the Township. Prior to the introduction of the Go!Bus, the Township subsidized \$16.50 for every paratransit ride in the Township through the Hope Network. With the Go!Bus now servicing those eligible residents residing within a ¾ mile distance of the linehaul route (which the Township subsidizes at a rate of just \$0.50 per ride), the Township had already saved over \$7,000 on paratransit services through June.

The 36<sup>th</sup> Street route is a route that was specifically designed for the businesses on 36<sup>th</sup> and 33<sup>rd</sup> Streets, and operates only during peak hours based around the shift schedules of the businesses. Unfortunately we do not have recent ride data, but 2015 data showed an average of 79 boardings and alightings per week. We will work on incorporating data for this route into our quarterly reports going forward.

While each contract is for 1 year (October 1, 2016 – September 30, 2017), the contracts can be terminated at any time, by either party, with a 3-month notification.

#### **FINANCIAL CONSIDERATIONS:**

The estimated contract cost for 28<sup>th</sup> Street contract for FY 2017 (October 1 – Sept 30) is \$376,045 which represents a 0.8% decrease over our currently budgeted amount. This amount is split between the General Fund (75%; \$282,034) and the Downtown Development Authority (25%, \$94,011) If approved, the FY2017 budget will be prepared accordingly.

The estimated contract cost for 36<sup>th</sup> Street contract for FY 2017 (October 1 – Sept 30) is \$28,343 which represents a 0.8% decrease over our currently budgeted amount. This amount is budgeted entirely in the General Fund. If approved, the FY2017 budget will be prepared accordingly.

#### **RECOMMENDED ACTION:**

Approve the *Agreement Between the Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services on 28<sup>th</sup> Street* and the *Agreement Between the Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services on 36<sup>th</sup> Street* and authorize the Township Manager to execute the agreements on behalf of the Township.



300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514 • Fax 616.456.1941

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

Dear Ben,

Enclosed are two original contracts for transit service to 36<sup>th</sup> and Patterson within Cascade Township for Fiscal Year 2017. Please sign both copies and return both copies to me at the address listed above.

The contract is effective from October 1, 2016 through September 30, 2017. The renewal and termination terms are outlined in articles V.1 and V.2. The annual cost is \$28,343 as outlined in attachment "A" of the agreement. This cost includes a 0.8% contract rate decrease (\$68.05) from FY 2016. There is no change in service hours in Cascade Township.

We look forward to working with you in the upcoming year. Please feel free to call me at 774-1159 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Kevin Wisselink'.

Kevin Wisselink  
Senior Planner  
The Rapid

CC: Peter Varga  
Alan Hartley  
Conrad Venema

**AGREEMENT BETWEEN**  
**THE INTERURBAN TRANSIT PARTNERSHIP**  
**AND**  
**CASCADE TOWNSHIP**  
**FOR LINEHAUL AND PARATRANSIT SERVICES on 36<sup>th</sup> Street**

Agreement made by and between Cascade Township, hereinafter called the "Township", and the Interurban Transit Partnership, hereinafter called "ITP", with offices at 300 Ellsworth Ave., S.W., Grand Rapids, MI, 49503.

**ARTICLE I – RECITALS**

1. Whereas, ITP provides regular bus service over established routes during published hours and at published frequencies, and
2. Whereas, ITP has the capability of expanding its bus service, particularly service in the Township area, and
3. Whereas, the use of ITP bus service is advantageous for Township residents.

Now, therefore, be it resolved that the Township wishes to encourage the use of ITP bus service by Township residents. The responsibilities of the Township and ITP in the execution of this resolve are set forth below.

**ARTICLE II – RESPONSIBILITIES OF ITP**

1. ITP shall provide bus service to the Township. The route(s) will be developed in agreement with both ITP and the Township. Passenger fares charged for both linehaul and paratransit service shall be those currently adopted by the ITP Board. ITP shall retain all passenger fare revenue.
2. ITP shall provide paratransit service pursuant to the requirements of the Americans with Disabilities Act. All equipment used in providing service to the Township shall be accessible to persons with disabilities. The ADA requires paratransit service be provided to those with a physical or mental disability who are prevented from utilizing linehaul. The paratransit service shall be provided during the same days and hours of operation of the linehaul service, and shall be provided to those whose trips begin or end within the  $\frac{3}{4}$  mile corridor either side

of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

3. Liability and Risk

A. ITP shall provide for a Certificate of Insurance to be issued naming the Township as an additional insured. This insurance certificate shall be supplied prior to the start of service. ITP agrees to maintain such insurance for the duration of the project or the term for which services will be rendered.

- Workmen's Compensation (including occupational disease) under the terms of the Michigan Workmen's Compensation Act.
- General Liability: \$3,000,000 ultimate net loss each occurrence.
- Automobile Liability: \$3,000,000 ultimate net loss each occurrence.

B. In addition to the above insurance provision, ITP shall indemnify and hold harmless the Township and Township agents, servants, and employees against all loss, damages, legal expenses, and other expenses which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from any accident resulting from activities conducted by ITP pursuant to this Agreement.

**ARTICLE III – RESPONSIBILITIES OF THE TOWNSHIP**

For linehaul and paratransit service:

Actual linehaul and paratransit costs per hour, less Michigan Department of Transportation Operating Assistance, which shall be 30.5% of expenses for FY 2016-17. For purposes of calculating this cost, the Township shall pay for all hours of service that a bus(es) are in revenue service within the Township's boundaries.

The cost per hour to the Township, after MDOT assistance, is as follows:

\$68.05 per revenue hour

**ARTICLE IV – MARKETING AND INFORMATION**

ITP shall provide all materials, schedules, and maps necessary to promote the service.

**ARTICLE V – TERM OF AGREEMENT**

1. This Agreement shall be effective starting October 1 through September 30. The township shall make its intentions to ITP for renewal of the agreement on or before August 1. The hourly rates shall adjusted at renewal based upon inflationary increases in operating expenses, a decrease in local or State revenues to ITP, or a change in the service levels provided to the Township.
2. This Agreement may be terminated by either party with a minimum three -month prior written notification to the other party.
3. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

**ARTICLE VI – ADDITIONAL CONDITIONS**

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment "A" – FY 2017 Fixed-Route Services in Cascade Township – 36<sup>th</sup> Street.
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet this criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP’s current charter rate.

The Agreement is dated the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2016.

INTERURBAN TRANSIT  
PARTNERSHIP

CASCADE TOWNSHIP

By \_\_\_\_\_  
Executive Director

By \_\_\_\_\_  
Appointing Officer

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

# ATTACHMENT A

## FY 2017 Fixed-Route Services in Cascade Township – 36<sup>th</sup> Street

### Route Description:

West on 36th, north on Kraft, East on 33rd, and south on Patterson. **Weekday peak periods only (5 AM - 8:30 AM, 3:30 PM - 7 PM: 15 trips)**

### Frequency of Service:

**Weekday peak:** Every 30-minutes

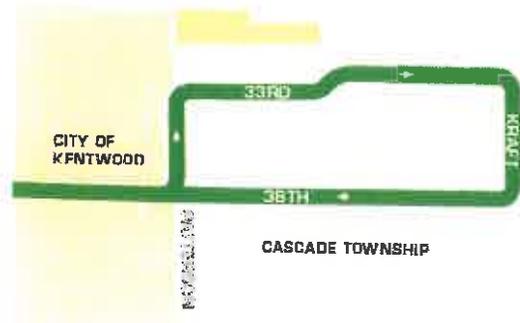
### Hours of Service

**Weekday:** 5:00 AM - 8:30 AM  
and 3:30 PM - 7:00 PM

**Weekday Evening:** None

**Saturday:** None

**Sunday:** None



**Figure 1 - FY 2017 Route 5 Alignments in Cascade Township**

<b>FY 2017 Billable Hours:</b>	<b>416.5</b>
<b>FY 2017 Contract Rate:</b>	<b>\$68.05</b>
<b>FY 2017 Annual Cost:</b>	<b>\$28,343</b>

**AGREEMENT BETWEEN**  
**THE INTERURBAN TRANSIT PARTNERSHIP**  
**AND**  
**CASCADE TOWNSHIP**

**FOR LINEHAUL AND PARATRANSIT SERVICES on 28<sup>th</sup> Street**

Agreement made by and between Cascade Township, hereinafter called the "Township", and the Interurban Transit Partnership, hereinafter called "ITP", with offices at 300 Ellsworth Ave., S.W., Grand Rapids, MI, 49503.

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of the linehaul service within the township. ITP shall perform all certifications necessary to determine paratransit eligibility.

3. Liability and Risk

A. ITP shall provide for a Certificate of Insurance to be issued naming the Township as an additional insured. This insurance certificate shall be supplied prior to the start of service. ITP agrees to maintain such insurance for the duration of the project or the term for which services will be rendered.

- Workmen’s Compensation (including occupational disease) under the terms of the Michigan Workmen’s Compensation Act.
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- Automobile Liability: \$3,000,000 ultimate net loss each occurrence.

B. In addition to the above insurance provision, ITP shall indemnify and hold harmless the Township and Township agents, servants, and employees against all loss, damages, legal expenses, and other expenses which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from any accident resulting from activities conducted by ITP pursuant to this Agreement.

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The cost per hour to the Township, after MDOT assistance, is as follows:

\$68.05 per revenue hour

**ARTICLE IV – MARKETING AND INFORMATION**

ITP shall provide all materials, schedules, and maps necessary to promote the service.

**ARTICLE V – TERM OF AGREEMENT**

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2. This Agreement may be terminated by either party with a minimum three -month prior written notification to the other party.
3. If at any time during the term of this Agreement, either party shall fail to satisfactorily meet the provisions of this Agreement, the dissatisfied party shall so advise the other party by registered mail, indicating in specific detail the nature and basis of its dissatisfaction. If the complaint is based on reasonable cause, the party to whom the complaint is addressed shall have an opportunity to correct the situation giving rise to the complaint within forty-five (45) days written notice by registered mail.

**ARTICLE VI – ADDITIONAL CONDITIONS**

1. ITP shall install all bus stops within the Township service area at its expense.
2. Service shall only be offered on days which the ITP linehaul operates, the hours of service shall be mutually agreed upon and made part of this agreement as attachment "A" – FY 2017 Fixed-Route Services in Cascade Township – 28<sup>th</sup> Street.
3. Additional services may be provided as permitted under Federal Transit Administration charter regulations. Under these guidelines, the service must be advertised and open to the general public. ITP must control the route and determine the fares to be charged. Any trips which do not meet this criteria, as determined by ITP, must first be offered to the private sector. The cost for any charter work shall be at ITP’s current charter rate.

The Agreement is dated the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2016.

INTERURBAN TRANSIT  
PARTNERSHIP

CASCADE TOWNSHIP

By \_\_\_\_\_  
Executive Director

By \_\_\_\_\_  
Appointing Officer

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

# ATTACHMENT A

## FY 2017 Fixed-Route Services in Cascade Township – 28<sup>th</sup> Street

### Route Description:

East on 28<sup>th</sup> Street, North on Patterson, East on Burton, South on Kraft, East on 28<sup>th</sup> Street, turn around in Thornapple Center, west on 28<sup>th</sup> Street past Patterson

### Frequency of Service:

**Weekdays:** Every 30-minutes  
**Saturdays:** Every 30-minutes mid-day  
Every 60-minutes off-peak  
**Sundays:** Every 60 minutes

### Hours of Service

**Weekday:** 6:00 AM – 12:00 AM  
**Saturday Peak:** 9:00 AM – 5:30 PM  
**Saturday Off-Peak** 7:00 AM – 9:00 AM  
5:30 PM – 10:30 PM  
**Sunday:** 7:00 AM – 7:00 PM

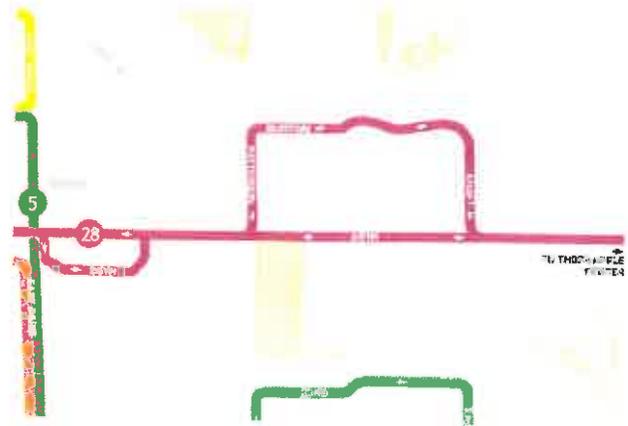


Figure 1 - FY 2017 Route 28 Alignments in Cascade Township

<b>FY 2017 Billable Hours:</b>	<b>5,526</b>
<b>FY 2017 Contract Rate:</b>	<b>\$68.05</b>
<b>FY 2017 Annual Cost:</b>	<b>\$376,045</b>

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## TOWNSHIP BOARD MEMORANDUM

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To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Update on Public Transportation in Cascade Township

Meeting Date: July 27, 2016

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As you are aware, the Township Board approved a 3 year pilot program to provide public transportation to and within Cascade Township. The service with The Rapid began in January, 2016.

Prior to the service, the Township had received regular inquiries regarding the availability of bus service in the community. These requests came from residents, non-residents and business owners/managers. The goal of providing public transit to and within Cascade Township is also discussed in the DDA TIF plan, the Master plan and the Strategic plan.

Before the service began, when speaking with businesses, I was told that some of their employees would walk from the bus stop at Acquest Dr. (Art Van) to get to work or to shop in the stores. Upon occasion, the business would drive down and pick employees up in the case of inclement weather.

Now that we are six months into the service, staff is providing an update on what we are seeing and hearing regarding the service. In speaking with business owners/managers, I am hearing that the 28<sup>th</sup> St. extension has been a positive for them. They are able to hire and retain employees for their businesses and as one restaurant mentioned, their employees are arriving more on time for their shifts. The business community has also noticed customers/clients that are getting on and off the bus who are shopping, eating and spending money in the community.

Offices/businesses located in the Cascade Office Park and Centennial Business Park have commented that they have employees using the bus, as well as business clients and visiting colleagues from out of the country who stay for extended periods of time who are able to get back and forth via the bus.

Kevin Wisselink, Senior Planner at The Rapid, has provided some ridership numbers for the 28<sup>th</sup> St. extension and has compared it to Route 28 (28<sup>th</sup> St. crosstown) and Route 44 (44<sup>th</sup> St. crosstown). As you can see from the numbers, ridership is increasing and the passengers per hour and per mile fall in line with Route 28 and Route 44. Kevin will be at the meeting to answer questions regarding the 28<sup>th</sup> St. extension.

Providing this service allows the Township to continue to grow and provide economic development opportunities within the community. It provides another option for our residents and non-residents to use in their travels around the greater Grand Rapids area and also allows for our businesses to provide services to residents and visitors.

I have included emails from a few businesses that have benefited from having the bus serve our community.

**Sandra**

---

**From:** Murra, John <JMURR01@arbys.com>  
**Sent:** Thursday, June 23, 2016 8:44 AM  
**To:** Sandra  
**Cc:** Kotas, Edward; Z-A01205 ( Cascade )  
**Subject:** RE: Cascade Township - Bus Service

Hello Sandra,

The bus service has been a tremendous help for our restaurant.

Right now, 25% of our team is using the bus to get to and from work. We have been able to get much closer to being fully staffed due to the convenience that the bus provides to our team members.

In addition, our sales have improved with more people being able to get to the shopping centers in the area.

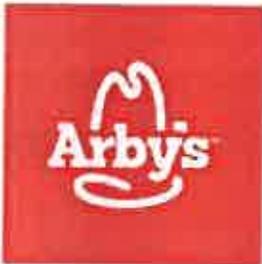
There is a bus stop right across the street from Arby's, and we frequently see lots of people leave our restaurant after dining with us to catch the bus.

I am so appreciative that the bus service has been extended to include our restaurant!!

Let me know if you have any further questions.

Thank you!

John



**John Murra**

**ARBYS.COM**

**AREA SUPERVISOR**

*phone* 618-214-5185  
*fax* 616-818-1838  
*email* jmurra@arbys.com

4415 Heritage Court SW  
Grandville, MI 49418

**From:** Sandra [<mailto:Sandra@cascadetwp.com>]  
**Sent:** Tuesday, June 21, 2016 10:32 AM  
**To:** Murra, John  
**Subject:** Cascade Township - Bus Service

Hi John,

Now that we are 6 months into the year, I wanted to touch base with you and see how the bus had impacted your restaurant. I know you mentioned that you were having trouble getting and retaining employees. Has that improved? I have to update the Township Board in July on the impact The Rapid has had on the business community and hope it has been positive.

I'm more than happy to meet with you or you are welcome to send an email response.

Thank you for your time,

Sandra Korhorn  
Cascade Charter Township  
DDA/Economic Development Director  
Phone: (616) 949-1500

**Sandra**

---

**From:** walidmjamal@gmail.com on behalf of Walid Jamal <walidjamal@jhgc.com>  
**Sent:** Tuesday, June 21, 2016 3:17 PM  
**To:** Sandra  
**Subject:** Re: Cascade Township - Bus Service

Sandra,

Thank You for the email I think the new bus system has been great for us, we rarely have issues with employees not being able to make it to work, we have noticed an increase in interest from applicants with transportation limitations applying especially with the tough hiring pool that we have had recently it has helped bring my staff up to proper levels. Thank you

On Tue, Jun 21, 2016 at 11:14 AM, Sandra <[Sandra@cascadetwp.com](mailto:Sandra@cascadetwp.com)> wrote:

Hi Walid,

We met last year when I stopped in to talk to you about public transportation for Cascade Township. Now that we are 6 months into the year with bus service, I wanted to touch base with you to see how the bus has impacted IHOP. I know you mentioned that you were having trouble getting and retaining employees. Has that improved? I have to update the Township Board in July on the impact The Rapid has had on the business community and hope it has been positive.

I'm more than happy to meet with you or you are welcome to call or send an email response.

Thank you for your time,

Sandra Korhorn

Cascade Charter Township

DDA/Economic Development Director

Phone: [\(616\) 949-1500](tel:(616)949-1500)

Fax: [\(616\) 949-3918](tel:(616)949-3918)

**Sandra**

---

**From:** dis.gr.171.gm.Kim.Halbrehder <Kim.Halbrehder@druryhotels.com>  
**Sent:** Wednesday, July 06, 2016 5:06 PM  
**To:** Sandra  
**Subject:** Bus use

Good afternoon Sandra,

I wanted to follow up with you and let you know we have 2-3 team members who use the bus on a regular basis depending on if they have a ride or other transportation arranged.

Thanks!

**Kim Halbrehder**  
General Manager – Drury Inn & Suites Grand Rapids  
Email [dis.gr.171.gm@druryhotels.com](mailto:dis.gr.171.gm@druryhotels.com)  
Phone 616-228-6320



**“Highest in Guest Satisfaction Among Upper Midscale Hotels**  
**This is the tenth consecutive year Drury Hotels has received**  
**customer satisfaction award.**

J.D. Power



**Sandra**

---

**From:** Cascade.ED (Rost, Deborah) <Cascade.ED@sunriseseniorliving.com>  
**Sent:** Thursday, July 21, 2016 3:46 PM  
**To:** Sandra  
**Subject:** New Bus Route

We currently have two team members that are utilizing new bus route. It has made a world of difference for us trying to hire new staff now that we are on a bus route. We continue to educate our team on what is available to them and hope that this route continues.

Thanks  
Deb

*Sincerely,  
Deb*

*Deb Rost, Executive Director, Sunrise of Cascade West Division*  
☎ Direct: (616)942-7200 | 📠 Fax: (616)942-7203



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Sunrise Senior Living · [www.SunriseSeniorLiving.com](http://www.SunriseSeniorLiving.com)



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**Sandra**

---

**From:** John Lagazo <JLagazo@crowneplazagr.com>  
**Sent:** Thursday, July 21, 2016 2:49 PM  
**To:** Sandra  
**Subject:** Route 28 Bus Service

**Importance:** High

• Hi Sandra:

I wanted to touch base with you regarding the Rapid Bus service that has been servicing this immediate area including the Crowne Plaza this year. I am very happy that this service is running, as it makes a huge difference in our employment efforts, as we do have more staff utilizing the bus service for transportation to their job here, versus choosing to work at a different location.

We do get guest inquiries about public transportation—they are happy to know that with the Rapid, there is a good option that can get them to other places in the area.

I look forward to having even more use of the Rapid Bus service by our employees and guests.

Thank you for your continued efforts and support, I appreciate it!

Kind regards

John

John Lagazo, CHA  
General Manager  
Crowne Plaza Grand Rapids  
5700 28<sup>th</sup> Street SE  
Grand Rapids, MI 49546

[jlagazo@crowneplazagr.com](mailto:jlagazo@crowneplazagr.com)

616.942.3170 direct

616.957.1770, ext. 710

616-957-0217 fax

Stay with us! <http://www.cpgrandrapidshotel.com/>

Dine with us! [www.hiaryana.com](http://www.hiaryana.com)

**Sandra**

---

**From:** Mike Kasmauskis <mike@imagetours.com>  
**Sent:** Thursday, July 21, 2016 12:36 PM  
**To:** Sandra  
**Subject:** RAPID Bus participation/feedback

Sandra,

I just wanted to let you know that I have witnessed an increase in bus usage over the last three months more than when the service began.

A few of our tenants have customers that ride the service and find it very convient.

Visitors from outside the area staying at the Airport hotels can utilize the service and further explore the area without having to rent a car.

I think the service gives the Cascade area a feeling of connection to Greater Grand Rapids, but at the same time we get to keep the feeling of a small village.

It is the best of both worlds!

Thanks

All the best  
Mike Kasmauskis  
Image Office Suites  
2828 Kraft AVE SE  
Grand Rapids MI 49512

616-957-5700

**Sandra**

---

**From:** Kirk Driesenga <KirkD@hinmancompany.com>  
**Sent:** Thursday, July 21, 2016 11:43 AM  
**To:** Sandra  
**Subject:** Bus Line

Sandra

Per our discussion about the bus line, I am witnessing a half dozen or so folks getting off the bus each morning around 7:00 in front of our Centennial Plaza building. In addition, I see many utilizing the stop on 28<sup>th</sup> St in front of our Cascade Office Park property also. All of the feedback I have received from our tenants has been very positive and having this as an option had been extremely well received with prospective tenants in our properties.

**Kirk R. Driesenga**  
**The Hinman Company**  
ph: [616-957-3711](tel:616-957-3711) Grand Rapids  
ph: [231-722-0102](tel:231-722-0102) Muskegon  
cell: [616-443-6986](tel:616-443-6986)  
[kirkd@hinmancompany.com](mailto:kirkd@hinmancompany.com)

**CONFIDENTIALITY NOTICE:** This e-mail may be privileged and may contain confidential information intended only for the person(s) named above. Any other distribution, copying or disclosure is strictly prohibited. If you have received this e-mail in error, please notify us immediately by telephone at the number above and delete the e-mail from your computer system.

**Sandra**

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**From:** John Shape <JShape@adacautomotive.com>  
**Sent:** Thursday, July 21, 2016 11:41 AM  
**To:** Sandra  
**Subject:** Bus Service

Hi Sandra,

ADAC Automotive frequently has visiting colleagues from foreign countries such as China and India that will be here for up to three weeks and who are housed in various local extended stay facilities. These visitors are now able to travel to and from downtown and to other locations because of the extended bus service. The visitors frequently do not drive and/or do not rent a car and the bus service allows them mobility that they would not otherwise have.

Regards,

**John Shape**



ADAC Automotive  
5920 Tahoe Drive, SE  
Grand Rapids, MI 49546 USA  
Direct: +1.616.957.3855  
Cell: +1.616.915.3041

Email: [jshape@adacautomotive.com](mailto:jshape@adacautomotive.com)  
Web: [www.adacautomotive.com](http://www.adacautomotive.com)

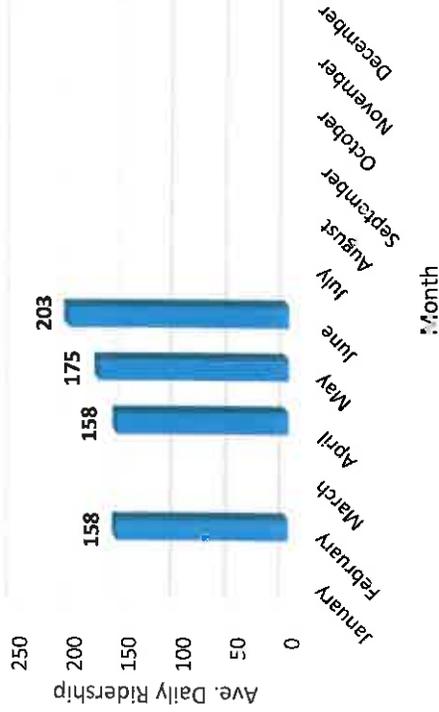
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# Rapid 28th Street - FY2016 2nd Quarter Ridership Data

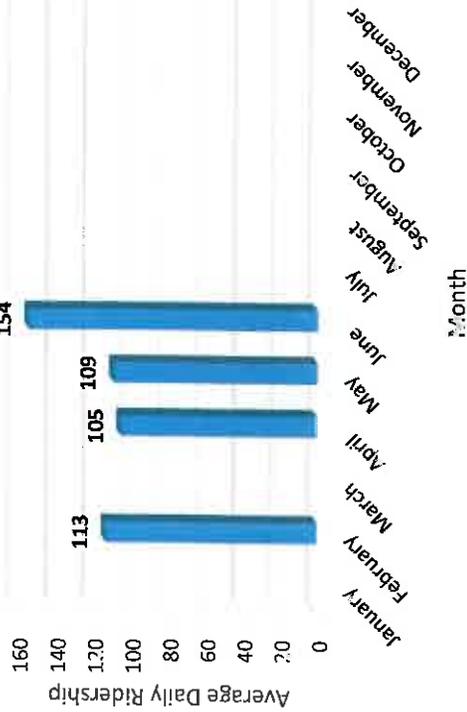
Ridership data is collected by The Rapid and is based on ridership sampling during certain periods. Information for January was unavailable due to the service beginning in the middle of the month, and March data was not made available due to a shortage of data collection. Overall, the trend for ridership has been creeping up the longer the service is in place. The Rapid has indicated that the ridership data compares favorably to other crosstown routes, including the 28th Street crosstown and 44th Street crosstown routes.

Ridership data can also be broken down by passengers per hour (PPH). For example, in June the 28th Street Extension had 15.4 passengers per hour for weekdays. This compared favorably to the 17 PPH for the 28th Street Crosstown and 14.6 PPH for the 44th Street.

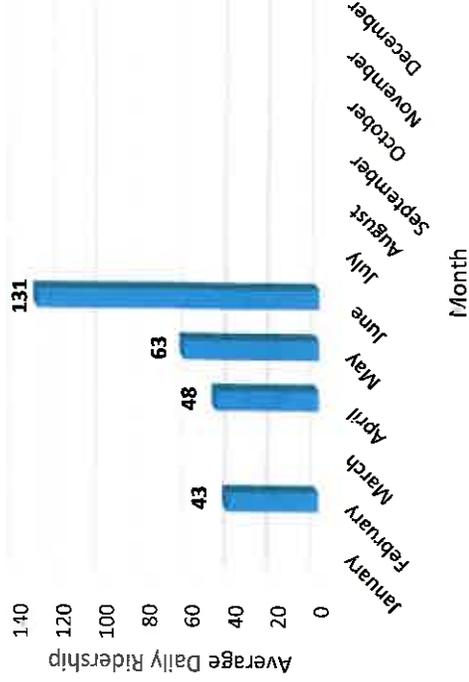
Rapid - 28th Street Weekday Ridership



Rapid - 28th Street Saturday Ridership



Rapid - 28th Street Sunday Ridership

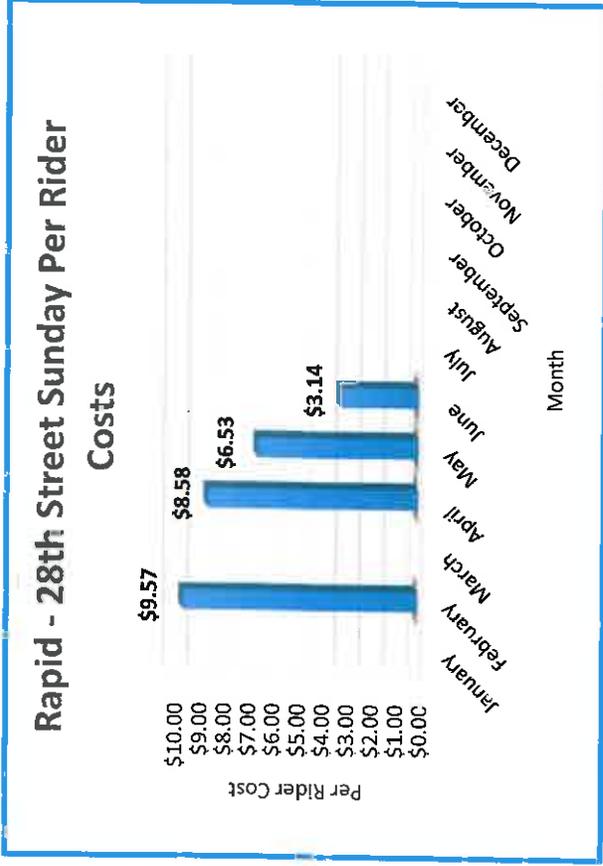
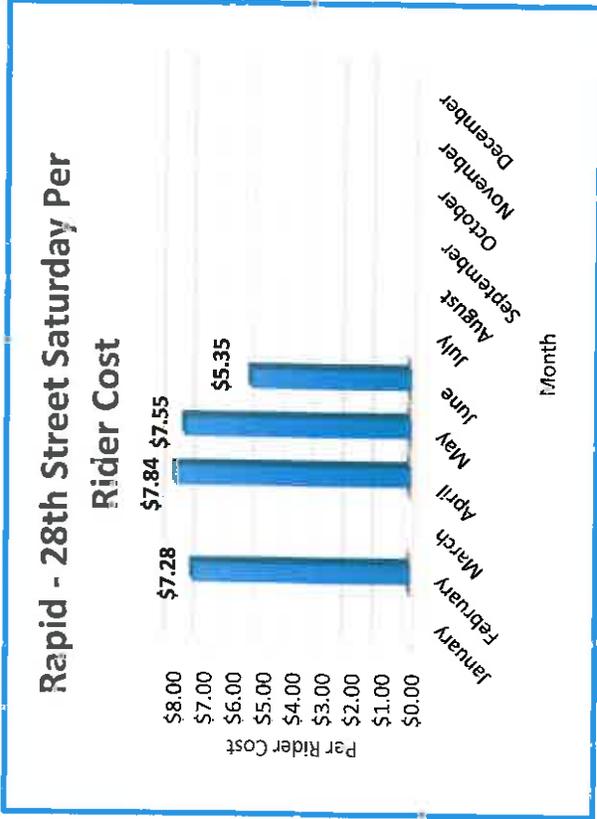
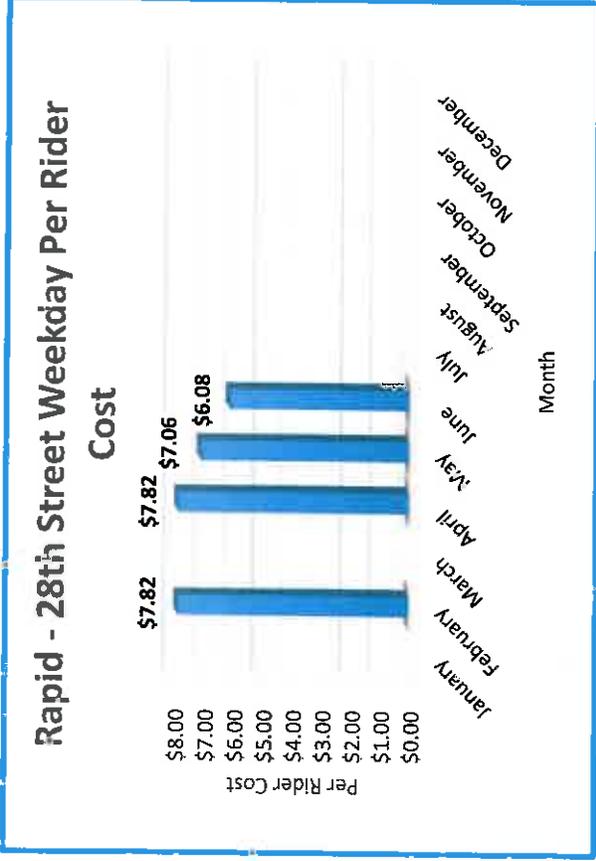


# Rapid 28th Street - FY2016 2nd Quarter Financial Data

Cascade Township funds the 28th Street Linehaul service on a "per service hour" formula, which is \$68.30 per service hour for the current contract. Based on the hours of service, the Township pays the following "per day" costs:

**Weekday - \$1,234.80 Saturday - \$823.20 Sunday - \$411.60**

The available data begins in February, and March data was incomplete. The trend shows that as ridership has improved throughout the year, the per-rider cost has gone down for each of the three types of days. The Rapid has indicated that the Sunday ridership for June was more than likely an outlier due to a special event during the sample days.

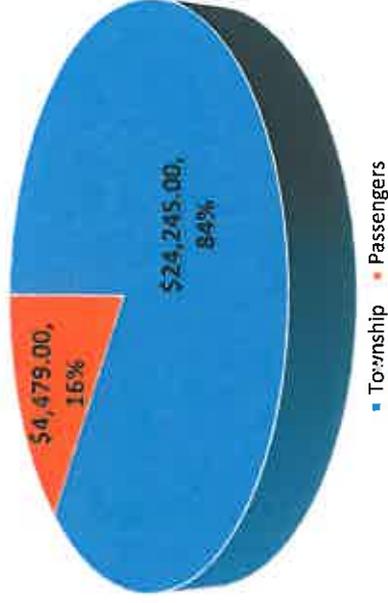


# Hope Network - FY2016 2nd Quarter Financial Data

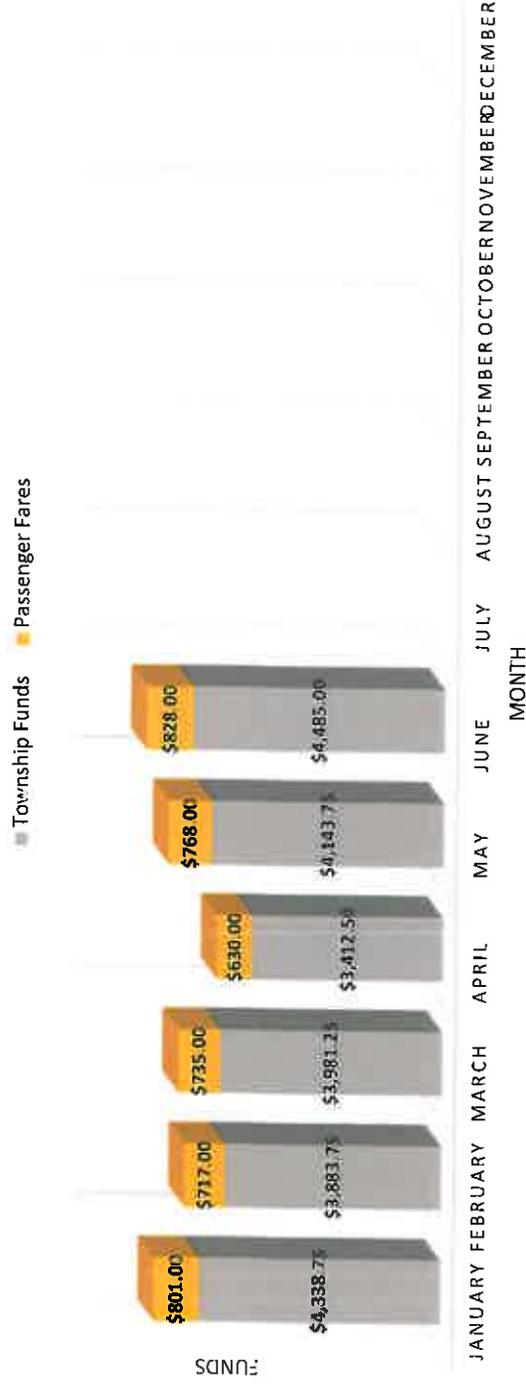
The Hope Network Transportation Services provides specialized transportation for Cascade residents who live outside of The Rapid 3/4 mile service area. Through an agreement with the Hope Network, rides are provided at a cost of \$19.25 per ride, each way. The Township covers \$16.25 and the passenger is responsible for \$3.00.

Through 2nd Quarter of FY 2016, the Township has spent \$24,245 with Hope Network, while passengers have contributed \$4,479. Ridership fell from January to February, as residents living in The Rapid area began taking the Go!Bus on January 20th. Overall, the Township provides 84% of the funding for this service.

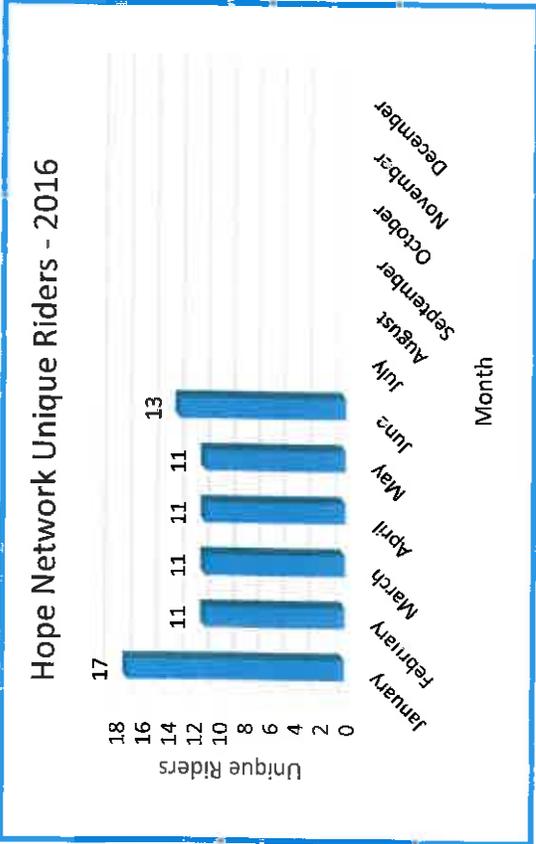
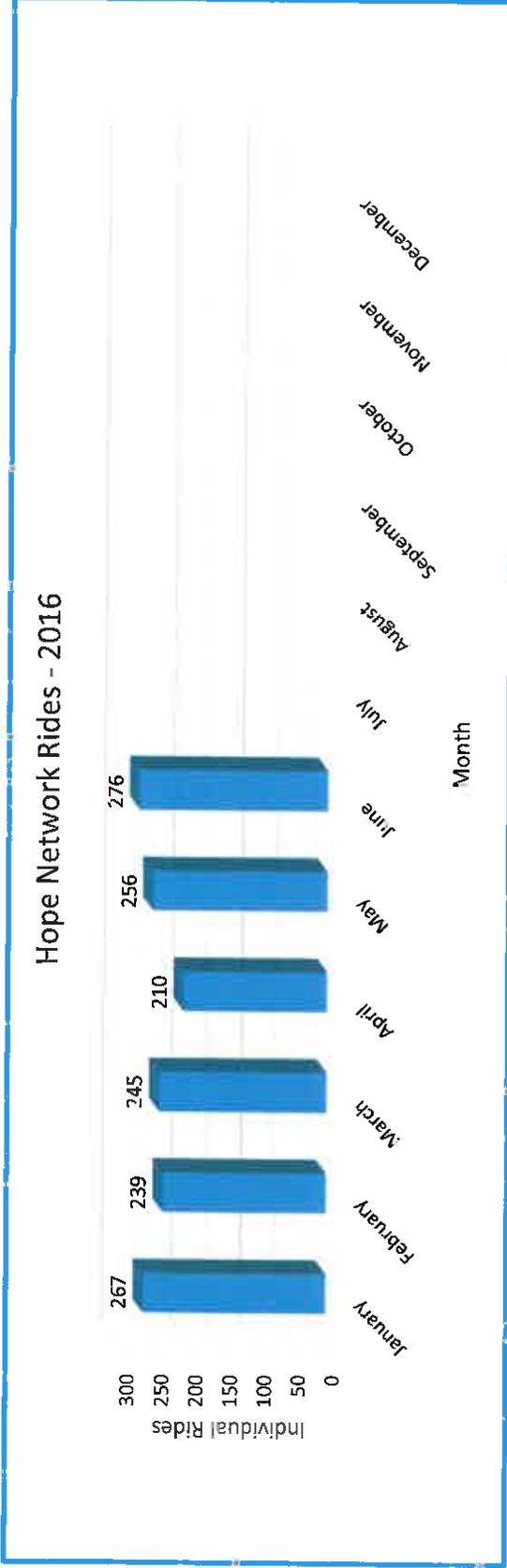
Hope Network Funding Sources - 2016 Amount  
(Through 2nd Quarter)



## HOPE NETWORK FUNDING SOURCES - BY MONTH



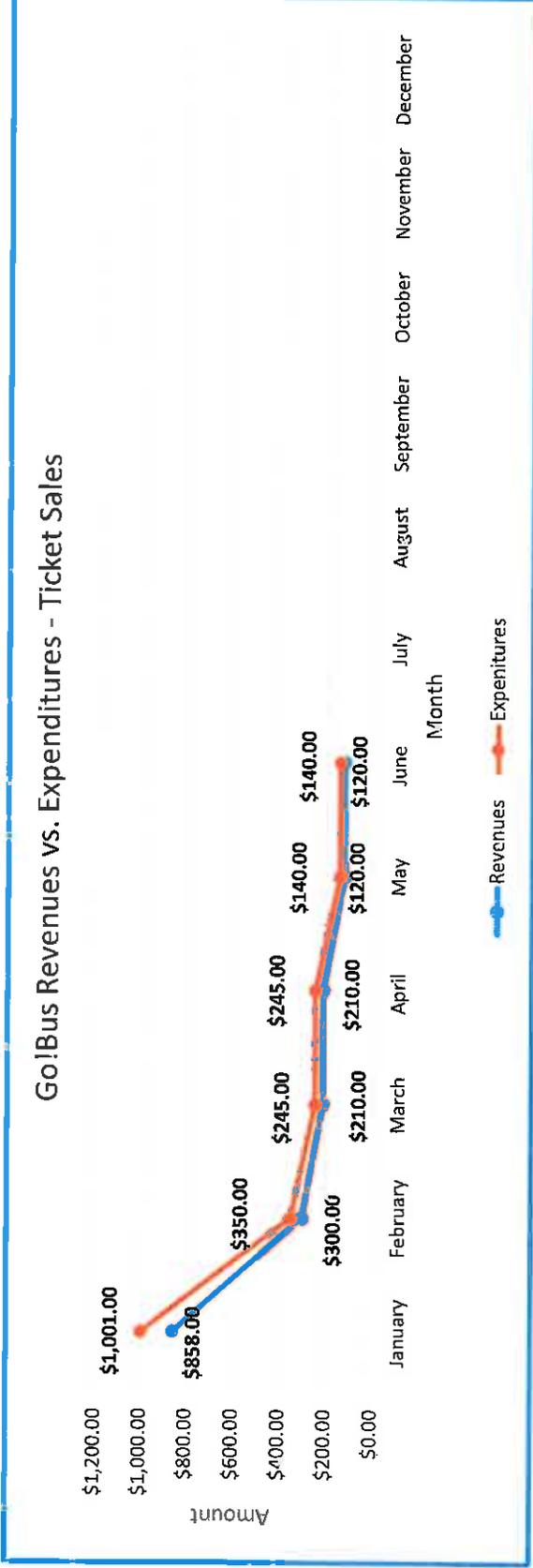
# Hope Network - FY16 2nd Quarter Ridership Data



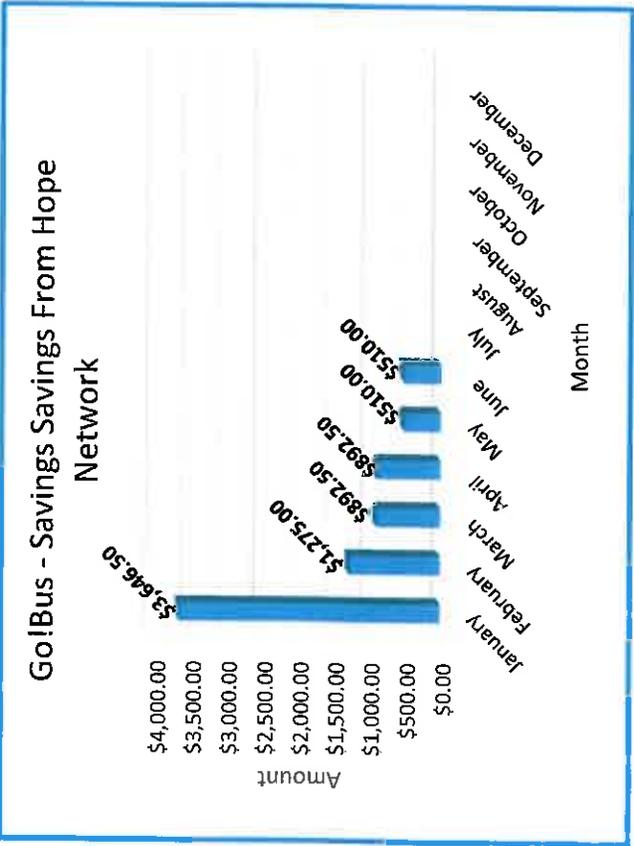
Through FY2016 2nd Quarter, there have been 1493 rides to Township residents provided by the Hope Network. The Township saw an initial decrease in rides between January and February as riders in The Rapid service area were moved to the Go!Bus service. Since then we have seen rides remain relatively steady with a low of 210 rides in April and a high of 276 rides in June.

Each month the Township is given a report that details the residents that utilize the system, as well as the rides that are taken. The Hope Network initially saw a decrease in unique riders in February as Go!Bus riders were removed from the system. Since then we have consistently seen 11 unique riders, with an uptick to 13 in June.

# Go!Bus - FY2016 2nd Quarter Financial Data



The Go!Bus is the division of The Rapid service that provides specialized transportation services to individuals that live within 3/4 miles of a Rapid bus line. Typically this service would be offered without Township contribution, however, the Township has chosen to cover \$0.50 of each ride (Cascade residents only) to keep the cost to Cascade residents equal to those that ride the Hope Network (\$3.00 per ride).

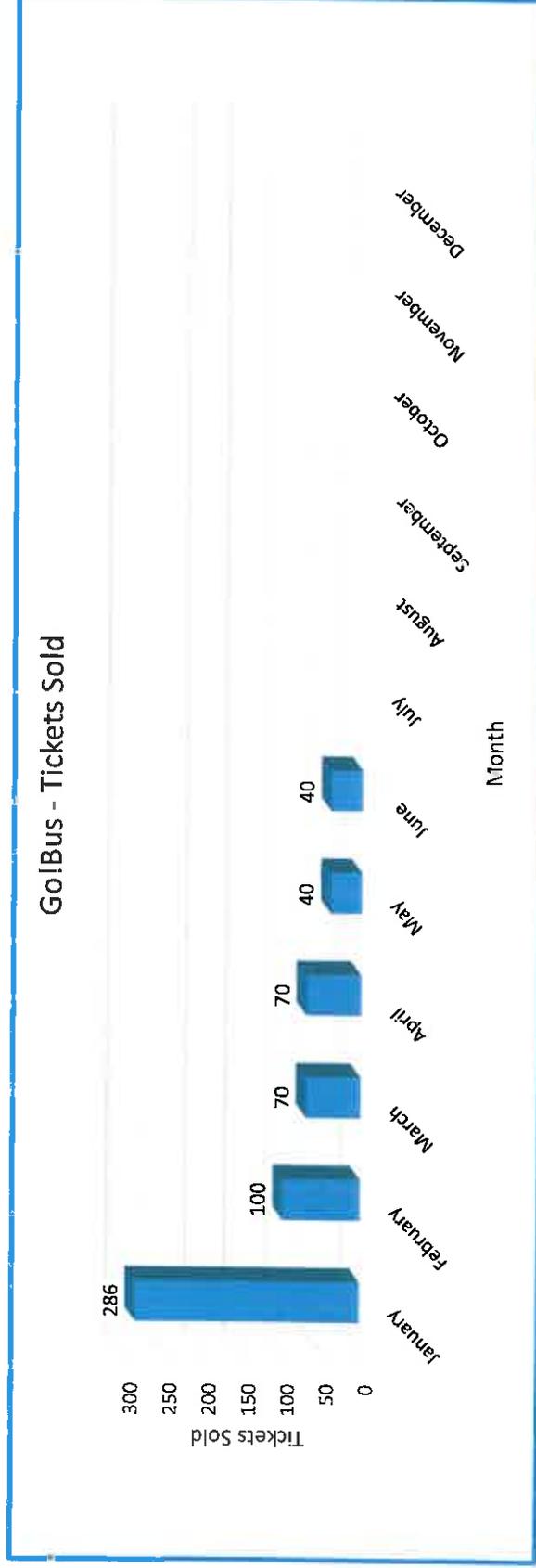
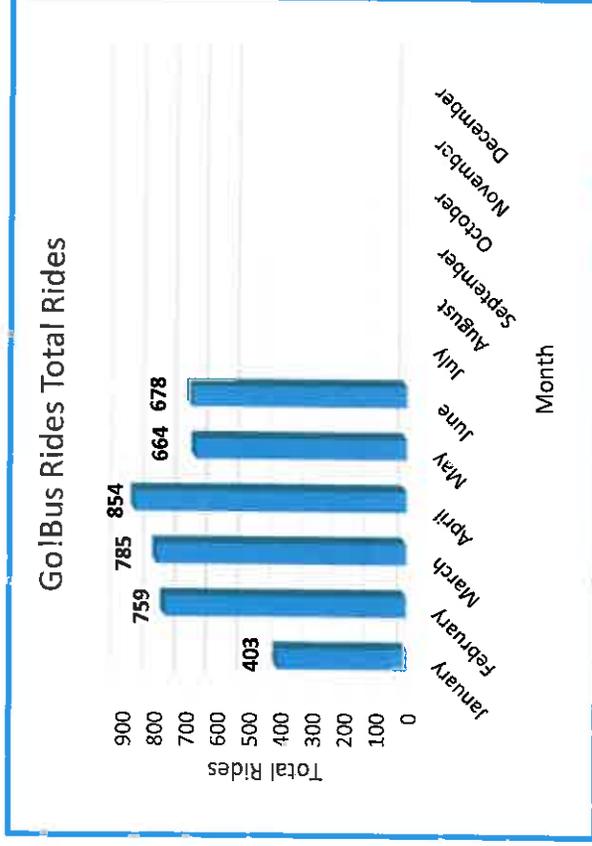


Through FY 16 2nd Quarter, the Township has net expenditures of \$723 when accounting for the \$0.50 per ride subsidy. Had the riders currently utilizing the Go!Bus used the Hope Network instead, the Township would have incurred \$7,726.50 in expenditures to cover the \$16.25 per ride subsidy. The Go! Bus service represents a \$7003.50 savings over potential Hope Network costs on Go!Bus tickets sold through 2nd Quarter.

# Go!Bus - FY2016 2nd Quarter Ridership Data

Through FY 2016 2nd Quarter, there have been 4143 Go!Bus trips that have either originated in Cascade Township or had a destination in Cascade Township. At this time, based on the data provided to us by The Rapid we are unable to tell how many of these rides are Cascade Township residents. We will be working with The Rapids to see if we can get better ridership data.

We are able to track the sale of Go!Bus tickets to Cascade Township residents. Because we offer a discount over the regular price (\$3.00 instead of \$3.50) we believe a majority of Cascade Township Go!Bus riders will purchase their tickets through our office. Through FY16 2nd Quarter, we have sold 606 Go!Bus tickets. We are unable to determine whether or not those tickets have been used, only that they have been sold





# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** September 28<sup>th</sup>, 2016  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Thornapple Hills Drain Rehabilitation Project

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## **FACTS:**

Since early 2014 the Township has been working on a potential rehabilitation project on the Thornapple Hills Drain. The project originated through our process of working through the areas of concern listed in the Storm Water Management Plan. The initial investigation of the Thornapple Hills Drain in 2013 revealed several areas of eroded banks that posed a threat to property and infrastructure. At that time the Township Board authorized Phase I of a services agreement with Fishbeck to design rehabilitation activities on the drain.

Throughout 2014 Fishbeck worked on the proposed project with the Kent County Drain Commissioner, as the Thornapple Hills Drain is a designated County drain. During that process, it was discovered that the County did not hold all of the appropriate easements for this section of the drain in order to eventually move forward with the work. At that time the project slowed down, and the Township agreed to an additional scope of services with Fishbeck to assist in the preparation and collection of easement documents. That work took place in late 2014 and early 2015, and all but one required easement was obtained.

Fishbeck completed preliminary design of the project in early 2015 and scheduled the necessary pre-permit application meeting with the Michigan Department of Environmental Quality (MDEQ). The full day meeting took place in late April 2015 and involved the Cascade project team walking the entire project site with the MDEQ to review the project. During that time, it was noted that there had been significant further deterioration of the Drain since the initial inspection was held in 2013. Additionally, there were new project designs that needed to be incorporated based on comments from the MDEQ and the fact that we were not able to obtain one of the needed easements.

The project was noticed for public comment by the MDEQ in late fall 2015 and the Township received a permit for the project in December 2015. Among the regulations in the permit, the Township is not able to cut any trees larger than 3" in diameter between April 1<sup>st</sup> and September 30<sup>th</sup>. The Township had originally anticipated the project would be completed in 2016, but staff has concerns that if the project was done after September 30<sup>th</sup> to comply with the permit regulations, the restoration may not have time to establish prior to winter, and we may see the work erode out if we had a large spring thaw or an otherwise wet spring. Therefore, the decision was made to schedule the project for later 2016/early 2017 with substantial completion in April 2017.

In August the Township Board authorized the letting of bids for the project. The project bids were let by invitation only, with the following companies invited to bid on the project based on our familiarity with the contractors and their experience completing similar work:

- Busscher Development
- Jackson Dirt Works
- Pavlak Excavation
- Quantum Construction
- Volker Crane Services

The Township held a pre-bid meeting on Friday, September 9<sup>th</sup> with the pre-selected bidders, and all 5 companies came to the meeting. The meeting was an opportunity for the engineer to review the project with the prospective bidders and an opportunity for the prospective bidders to visit the project site prior to submitting bids.

The Township open submitted bids on September 19<sup>th</sup> at 10am and received two bids:

- Jackson Dirt Works, Inc - \$172,461
- Quantum Construction - \$298,518

Fishbeck has reviewed the submitted bids and has had a follow-up conversation with Mr. Ross Jackson of Jackson Dirt Works, and is recommending the project be awarded to Jackson Dirt Works.

Attached for your review is:

- Fishbeck bid award recommendation, including bid tally, notice of award and homeowner letter.
- Thornapple Hills Drain Project permit and plans
- Thornapple Hills Drain Project proposed schedule

### **ANALYSIS & CONCLUSIONS:**

The rehabilitation work on the Thornapple Drain is needed in order to maintain the integrity of the drain. Without the proposed work the drain will continue to deteriorate, eventually encroaching on essential infrastructure and private property. Additionally, further deterioration of the drain will cause increased sediment loading to the Thornapple River and increased localized flooding.

The project engineer has worked on several projects with Jackson Dirt Works and was complimentary of their work. After bids were opened, the project engineer did review the Jackson Dirt Works bid with the owner of the company, given the disparity in bids. The project engineer is confident that the selected bidder fully understands the project and the particular challenges they may face regarding access to the project site.

The Infrastructure Committee and Finance Committee have both reviewed this project. The Infrastructure Committee recommended, after the final design and cost estimates were completed, that the Township move forward with the project. The Finance Committee, after the cost estimates were made available, recommended that the Township fully fund the proposed project.

**FINANCIAL CONSIDERATIONS:**

The Township has budgeted \$300,000 for drain improvements this year, which will be adequate to cover the project and construction engineering/administration for this project. Given that the substantial completion date is April of 2017, budgeted funds will need to be carried into FY 2017 for the project.

**RECOMMENDED ACTION:**

To award the Thornapple Hills Drain project to Jackson Dirtworks Inc. and authorized the Township Manager to execute the Notice of Award and subsequent contract documents for the project.



September 20, 2016  
Project No. G130842

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

Re: Thornapple Hills Drain Maintenance  
Executed Contract Documents

Dear Mr. Swayze:

On September 19, 2016, we received two bids for the referenced project. The two bids are as follows:

Jackson Dirt Works, Inc.           \$172,461.00

Quantum Construction, Inc.       \$298,518.00

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) has reviewed the bids and discussed the project with Mr. Ross Jackson of Jackson Dirt Works. We recommend that the project be awarded to Jackson Dirt Works.

Attached for your execution is a Notice of Award. Please sign, date, and return to FTCH to my attention. Once received, we will assemble the Executed Contract Documents with the Contractor's bonds and insurance documents. The bid tabulation is also attached.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink that reads "Cheryl L. Pitchford". The signature is written in a cursive, flowing style.

Cheryl L. Pitchford

pmb

Attachments

By email

cc: Mr. Ross Jackson - Jackson Dirt Works, Inc.

**Bid Item Tracking**  
**Project: Thornapple Hills Drain Maintenance**  
**Project Location: Cascade Charter Township**  
**Project Number: G130842**  
**Bid Opening Date and Time: September 19, 2016 at 10:00 a.m.**

**Bid Tab Information**

Item No.	Item Description	Unit	Total Estimated Quantity	Engineer Estimate		Apparent Low Bid Jackson Dirt Works, Inc.		Second Lowest Bidder Quantum Construction	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
<b>Thornapple Hills Drain Maintenance</b>									
1	Mobilization	LS	1	\$10,000.00	\$10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,550.00	\$ 4,550.00
2	Cash Allowance	LS	1	\$15,000.00	\$15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
3	Maintaining Traffic	LS	1	\$1,000.00	\$1,000.00	\$ 2,300.00	\$ 2,000.00	\$ 25,650.00	\$ 25,650.00
4	Woody Debris Management	LS	1	\$21,000.00	\$21,000.00	\$ 26,000.00	\$ 25,000.00	\$ 20,750.00	\$ 20,750.00
5	Remove and Dispose of Concrete and Debris	LS	1	\$1,000.00	\$1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
6	Channel Realignment	LF	160	\$4.00	\$640.00	\$ 20.00	\$ 3,200.00	\$ 5.50	\$ 880.00
7	Bar Removal	LF	160	\$10.00	\$1,600.00	\$ 20.00	\$ 3,200.00	\$ 2.75	\$ 440.00
8	Bank Reconstruction	LS	1	\$1,200.00	\$1,200.00	\$ 2,500.00	\$ 2,500.00	\$ 4,700.00	\$ 4,700.00
9	Floodbench Creation	LF	210	\$12.00	\$2,520.00	\$ 50.00	\$ 10,500.00	\$ 12.25	\$ 2,572.50
10	Slope Stabilization	LS	1	\$8,795.00	\$8,795.00	\$ 2,000.00	\$ 2,000.00	\$ 19,500.00	\$ 19,500.00
11	Catch Basin, 24-inch diameter	EA	1	\$5,000.00	\$5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,400.00	\$ 3,400.00
12	Storm Sewer, 12-inch CP	LF	20	\$30.00	\$600.00	\$ 100.00	\$ 2,000.00	\$ 246.00	\$ 4,920.00
13	Riffle	EA	2	\$5,000.00	\$10,000.00	\$ 4,500.00	\$ 9,000.00	\$ 6,750.00	\$ 13,500.00
14	Plunge Pool	EA	1	\$17,000.00	\$17,000.00	\$ 2,500.00	\$ 2,500.00	\$ 30,025.00	\$ 30,025.00
15	Rock spillway (sta 22+80 & 0+50)	EA	2	\$13,000.00	\$26,000.00	\$ 9,000.00	\$ 18,000.00	\$ 14,100.00	\$ 28,200.00
16	Rock spillway (sta 5+40 & 18+10)	EA	2	\$4,000.00	\$8,000.00	\$ 4,500.00	\$ 9,000.00	\$ 6,200.00	\$ 12,400.00
17	Riprap Bank Protection	SY	431	\$60.00	\$25,860.00	\$ 50.00	\$ 21,550.00	\$ 89.00	\$ 38,359.00
18	Riprap End Treatment	EA	1	\$1,500.00	\$1,500.00	\$ 600.00	\$ 600.00	\$ 1,150.00	\$ 1,150.00
19	Tile Outlet Stabilization	EA	6	\$500.00	\$3,000.00	\$ 600.00	\$ 3,600.00	\$ 870.00	\$ 5,220.00
20	Haul and Level Spoils	LS	1	\$5,000.00	\$5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 9,500.00	\$ 9,500.00
21	SESC	LS	1	\$3,500.00	\$3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 4,800.00	\$ 4,800.00
22	Coconut Mulch Blanket and Seed	SY	505	\$4.00	\$2,020.00	\$ 7.00	\$ 3,535.00	\$ 3.10	\$ 1,585.50
23	Straw Mulch Blanket and Seed	SY	2,100	\$3.00	\$6,300.00	\$ 4.00	\$ 8,400.00	\$ 1.60	\$ 3,360.00
24	Native Seeding	Acre	0.34	\$2,500.00	\$860.00	\$ 4,000.00	\$ 1,376.00	\$ 4,000.00	\$ 1,376.00
25	Site Restoration	LS	1	\$5,000.00	\$5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 43,200.00	\$ 43,200.00
	<b>Subtotal</b>				<b>\$182,385.00</b>		<b>\$172,461.00</b>		<b>\$ 298,518.00</b>
	As-Read (from submitted bid)					\$ 172,461.00		\$ 298,518.00	

SECTION 00 51 00 - NOTICE OF AWARD

Dated: September 20, 2016

TO: Mr. Ross Jackson  
Jackson Dirt Works  
12179 Ainsworth Road  
Lake Odessa, MI 48849

CONTRACT: Thornapple Hills Drain Maintenance  
Cascade Charter Township, MI  
G130842

You are notified that your Bid dated September 19, 2016 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the Thornapple Hills Drain Maintenance Project.

The Contract Price of your Contract is One Hundred Seventy Two Thousand Four Hundred Sixty One Dollars (\$172,461.00). Two copies of the proposed Contract Documents as identified in the Agreement accompany this Notice of Award.

You must comply with the following conditions precedent within 15 days of the date of this Notice of Award, that is by October 5, 2016.

1. Deliver to the Owner two fully executed counterparts of the Contract Documents which accompany this Notice of Award, each of which must bear your signature at the designated location.
2. Deliver with the Executed Contract Documents the Contract security (bonds) as specified in the Instructions to Bidders (Article 20), the General Conditions (Paragraph 5.01), and the Supplementary Conditions (Paragraph SC-5.02).
3. Deliver with the Executed Contract Documents the insurance documents as specified in the General Conditions (Article 5) and the Supplementary Conditions (Article SC-5).
4. List other conditions precedent

Deliver evidence of authority to submit the bid, as stated in Section 00 21 13, Instruction to Bidders, Article 13, Preparation of Bid, Item 13.03.

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Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Cascade Charter Township

By: \_\_\_\_\_  
(Authorized Signature)  
Ben Swayze, Township Manager

Cascade Charter Township  
Thornapple Hills Drain Maintenance  
Project Number G130842

Notice of Award  
Section 00 51 00

\*Typed or printed in ink

cc: C. L. Pitchford - FTCH

END OF SECTION 00 51 00

INSERT DATE

Resident Name  
Address  
City, State ZIP

Re: Thornapple Hills Drain Maintenance

Dear Resident:

Cascade Charter Township is moving forward with the Thornapple Hills Drain Maintenance project. Restoration activities are necessary to address concerns with streambank erosion and sedimentation, which were identified as stormwater concerns in the Township's 2007 Storm Water Management Plan. The project will result in improvements to water quality, aquatic habitat and wildlife and protection of riparian property. Improvements are planned at site-specific locations along the watercourse, where drain easements are held, from just downstream of Thornapple River Drive to upstream of Thornhills Avenue in the vicinity of Forest Hill Condominiums. The project will be financed in entirety by the Township.

The contractor selected for the project is Jackson Dirt Works, Inc. They expect to mobilize equipment in November of this year, weather permitting, and plan to be complete with the project June 2017. Heavy equipment and staging of materials will occur within the confinement of the drain easement. Work activities may occur from 7:00 am to 7:00 pm Monday thru Saturday (except legal holidays). Alterations to this schedule will be communicated to you in advance, as necessary.

Selective tree removals for construction access and work activities are anticipated to begin mid to late November and be complete by March 30, 2017, pursuant to the Michigan Department of Environmental Quality permit, to ensure no impact to federally protected Indiana and Northern Long-eared Bats. Every effort will be made to minimize tree removals to the greatest extent possible. In addition, residents will receive notification seven days prior to commencement of work activities.

Residents will have the option of retaining ownership of trees that are removed on his/her property. The Contractor will confirm ownership rights with residents prior to commencement of work and notify the property owner of their schedule for tree removal. Trees, stumps, etc., that are not removed by the property owner prior to site restoration activities will become the property of the Contractor and be removed and disposed of at an off-site location or securely placed within the drain easement between Thornhills Road and Thornapple River Drive.

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) will serve as the project engineer and oversee construction activities. Questions regarding the project may be directed to Cheryl Pitchford (517) 388-3111 or [clpitchford@ftch.com](mailto:clpitchford@ftch.com).

We apologize for any temporary inconvenience this work may cause you. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Ben Swazye

Supervisor, Cascade Charter Township



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER RESOURCES DIVISION  
PERMIT

Permit No.: 15-41-0016-P  
Submission No: 15-41-0016-P  
Issued: December 14, 2015  
Extended:  
Revised:  
Expires: December 14, 2020

Issued To:

Attn: Mr. Ben Swayze, Supervisor  
2865 Thornhill's Avenue SE  
Grand Rapids, MI 49503

This permit is being issued by the Michigan Department of Environmental Quality (MDEQ), Water Resources Division, under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and specifically:

- Part 31, Water Resources Protection (Floodplain Regulatory Authority)
- Part 301, Inland Lakes and Streams
- Part 303, Wetlands Protection
- Part 315, Dam Safety
- Part 323, Shorelands Protection and Management
- Part 325, Great Lakes Submerged Lands
- Part 353, Sand Dunes Protection and Management

Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:

Excavate approximately 390 cubic yards of material and place approximately 431 cubic yards of fill below the ordinary high-water mark (OHWM) of the Thomapple Hills Drain and an unnamed tributary to reconstruct eroded banks, install riprap bank protection, install one catch basin, remove accumulated materials, construct 202 linear feet of flood benches, two riffles, one plunge pool, and two armored spillways with pools. Place temporary construction mats in regulated wetland for construction access purpose. All work shall be completed in accordance with the approved plans and specifications of this permit.

Watercourse Affected: Thomapple Hills County Drain and unnamed tributary  
Property Location: Kent County, Cascade Township  
Town/Range/Section(s) 06N 10W 16 and 17, Property Tax No. see approved plans

Authority granted by this permit is subject to the following limitations:

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31, Water Resources Protection, of the NREPA.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with Act No. 174 of the Public Acts of 2013 and comply with each of the requirements of Act 174.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
- I. Permittee shall notify the MDEQ within one week after the completion of the activity authorized by this permit, by completing and forwarding the

attached preaddressed postcard to the office addressed thereon.

- J. This permit shall not be assigned or transferred without the written approval of the MDEQ.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31 of the NREPA, and wetlands).
- M. In issuing this permit, the MDEQ has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, the MDEQ may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.
- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the state: (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the state, and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act, 1969 PA 306, as amended, challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, the MDEQ may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.
- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from the MDEQ. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by the MDEQ prior to being implemented.
- Q. This permit may be transferred to another person upon written approval of the MDEQ. The permittee must submit a written request to the MDEQ to transfer the permit to the new owner. The new owner must also submit a written request to the MDEQ to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties that includes all of the above information may be provided to the MDEQ. The MDEQ will review the request and, if approved, will provide written notification to the new owner.
- R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by this permit does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, of the NREPA, or the need to acquire applicable permits from the County Enforcing Agent.
- U. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- V. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- W. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the water body are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- X. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the Michigan Department of Natural Resources, Fisheries Division.
- Y. Work to be done under authority of this permit is further subject to the following special instructions and specifications:

The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, state or federal approval or authorization, necessary to conduct the activity.

No fill, excess soil, or other material shall be placed in any wetland or surface water area not specifically authorized by this permit, its plans, and specifications.

This permit does not authorize or sanction work that has been completed in violation of applicable federal, state, or local statutes.

The permittee is responsible for acquiring all necessary easements or rights-of-way before commencing any work authorized by this permit. All construction operations relating to or part of this project shall be confined to the existing right-of-way limits or other acquired easements.

The permit placard shall be kept posted at the work site, in a prominent location at all times for the duration of the project, or until permit expiration.

This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by the MDEQ, will be for a five-year period beginning at the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.

Prior to the start of construction, all adjacent non-work wetland areas shall be protected by properly trenched sedimentation barrier to prevent sediment from entering the wetland. Orange construction fencing shall be installed as needed to prohibit construction personnel and equipment from entering or performing work in these areas. Fence shall be maintained daily throughout the construction process. Upon project completion, the accumulated materials shall be removed and disposed of at an upland site, the sedimentation barrier shall

then be removed in its entirety and the area restored to its original configuration and cover.

Construction must be undertaken and completed during the dry period of the wetland, or when frozen. If the area does not dry out or freeze, construction shall be done on equipment mats to prevent compaction of the soil.

Upon completion of the project, the disturbed wetland areas shall be restored to the original contour elevation, revegetated and reseeded with species native to Michigan appropriate to the site, and mulched to prevent erosion.

All raw areas in uplands resulting from the permitted construction activity shall be effectively stabilized with sod and/or seed and mulch (or other technology specified by this permit or project plans) in a sufficient quantity and manner to prevent erosion and any potential siltation to surface waters or wetlands. Temporary stabilization measures shall be installed before or upon commencement of the permitted activity, and shall be maintained until permanent measures are in place. Permanent measures shall be in place within five (5) days of achieving final grade.

All raw earth within 100 feet of a lake, stream, or wetland that is not brought to final stabilization by the end of the active growing season shall be temporarily stabilized with mulch blankets in accordance with the following dates: September 20<sup>th</sup> for the Upper Peninsula, October 1<sup>st</sup> for the Lower Peninsula north of US-10, and October 10<sup>th</sup> for the Lower Peninsula south of US-10.

All dredge/excavated spoils including organic and inorganic soils, vegetation, and other material removed shall be placed on upland (non-wetland, non-floodplain or non-bottomland), prepared for stabilization, and stabilized with sod and/or seed and mulch in such a manner to prevent and ensure against erosion of any material into any waterbody, wetland, or floodplain.

All fill/backfill shall consist of clean inert material that will not cause siltation nor contain soluble chemicals, organic matter, pollutants, or contaminants. All fill shall be contained in such a manner so as not to erode into any surface water, floodplain, or wetland. All raw areas associated with the permitted activity shall be stabilized with sod and/or seed and mulch, riprap, or other technically effective methods as necessary to prevent erosion.

All riprap shall be properly sized and graded based on wave action and velocity, and shall consist of natural field stone or rock (free of paint, soil or other fines, asphalt, soluble chemicals, or organic material). Broken concrete is not allowed.

Exposed streambanks resulting from this construction shall be stabilized with temporary measures in accordance with appropriate Best Management Practices based on site conditions, and if necessary, may be riprapped extending above the ordinary high water mark, to provide adequate erosion protection. Temporary stabilization measures shall be maintained until permanent measures are in place.

All other exposed slopes, ditches, and other raw areas draining directly to the stream may be protected with riprap, sod and/or seed and mulch as may be necessary to provide effective erosion protection. The placement of riprap shall be limited to the minimum necessary to ensure proper stabilization of the side slopes and fill in the immediate vicinity of the structure.

Mulch blankets that will remain permanently on the bank shall consist of biodegradable materials so as not to negatively impact aquatic and terrestrial wildlife accessing the stream channel.

Riffles shall be constructed in the center of the channel and keyed into banks and floodbench using a minimum of two rocks deep.

To avoid take of Northern long-eared bat, which is federally listed as a threatened species, and Indiana bat, which is federally listed as an endangered species, any trees larger than 3 inches in diameter shall not be cut between April 1<sup>st</sup> and September 30<sup>th</sup> in any permit year.

If the project, or any portion of the project, is stopped and lies incomplete for any length of time other than that encountered in a normal work week, every precaution shall be taken to protect the incomplete work from erosion.

No work shall be done in the stream during periods of above-normal flows except as necessary to prevent erosion.

Issued By:

*Amanda Whitscell*

Amanda Whitscell,  
Water Resources Division  
Grand Rapids District Office

cc: Cascade Township Clerk  
Kent County Drain Commissioner  
Kent GEA  
FTCH, Inc., Cheryl Pitchford, agent

VICINITY MAP



SCALE: 1" = 10 MILES

UTILITY INFORMATION

UTILITIES SHOWN ARE BASED ON AVAILABLE DATA AND ARE NOT GUARANTEED. THE USER SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.

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# Cascade Township Thornapple Hills Drain Restoration

## Cascade Township, Kent County, Mi

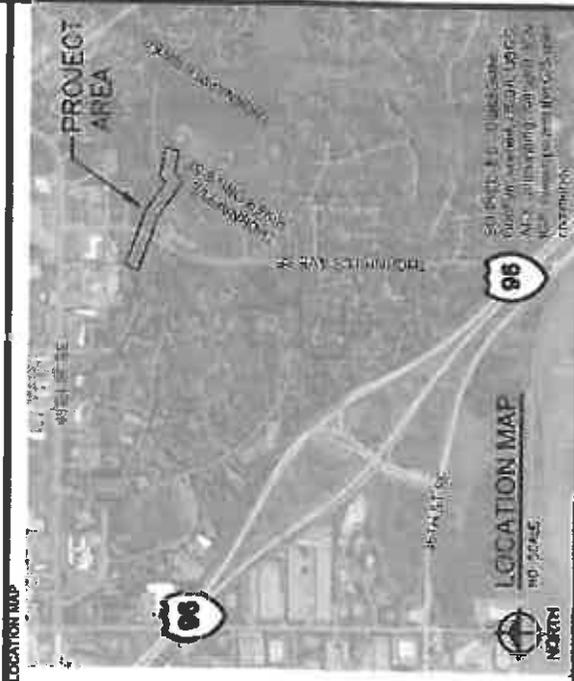
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Project Number G130842



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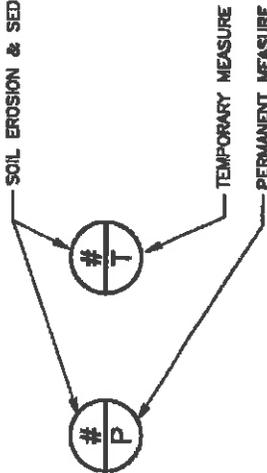
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FIGURE NO.  
1

**MACDC EROSION CONTROL MEASURES**

KEY	SECC MEASURE	SYMBOL	WHERE USED
1	SEEDING		On bare soil, or on soil that has been eroded, to establish vegetation and prevent erosion. Use only native or approved species.
2	MULCH		On the slope, with stems, ground cover, and other vegetation, to prevent erosion and protect the soil from sun and wind.
7	ROCKP		Along ditches, banks, embankments, or other eroded areas to prevent erosion and stabilize the soil.
8	OUTFALL STABILIZATION		In the stream or ditch just below the outlet, to stabilize the outlet and prevent erosion.
10	SIDE DITCH OUTLET		In a ditch or side ditch, to prevent erosion at the outlet.
15	ARMORED SPILLWAY		Along the spillway, to prevent erosion and stabilize the spillway.
40	CHECK DAM		In eroded and eroding flow conditions to reduce flow velocity.

**SOIL EROSION & SEDIMENTATION CONTROL MEASURES**



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**MACDC MAINTENANCE/CONSTRUCTION/RESTORATION ACTIVITIES**

KEY	ACTIVITY	WHERE USED
90	DEBRIS REMOVAL	In storm drains, culverts, and other ditches, such as storm drains, flow, culverts, and storm drains, to prevent debris from blocking the flow.
84	VEGETATION REMOVAL WITH SELECTIVE CRUISING	In drain corridors, ditch banks, or within the channel when vegetation makes passage difficult or hinders stability of channel or structure.
85	SLOPE AND STREAMBANK STABILIZATION	When existing slope of ditch bank is eroding and erosion is occurring. Planting buffers must be installed within the ditch corridor.
101	DRAIN RELOCATION	In a new location with consideration for the topography and to stabilize environmental disturbance.
106	RIFFLE ZONES	Within the channel where the stream bottom is higher relative to streambed elevation immediately upstream or downstream.
111	ROCK CROSS WAVES	Install near bank above stream, embankment flow, grade control and stabilize existing banks.
112	WAVES	Install near bank above stream, and stabilize banks on the outer bank of meanders.
113	ROCK WEIR STEP-POOL	Within channel to stabilize channel bottom head-cut.
114	ROCK SPILLWAY	Stabilize banks by providing erosion of the bottom of spillways.



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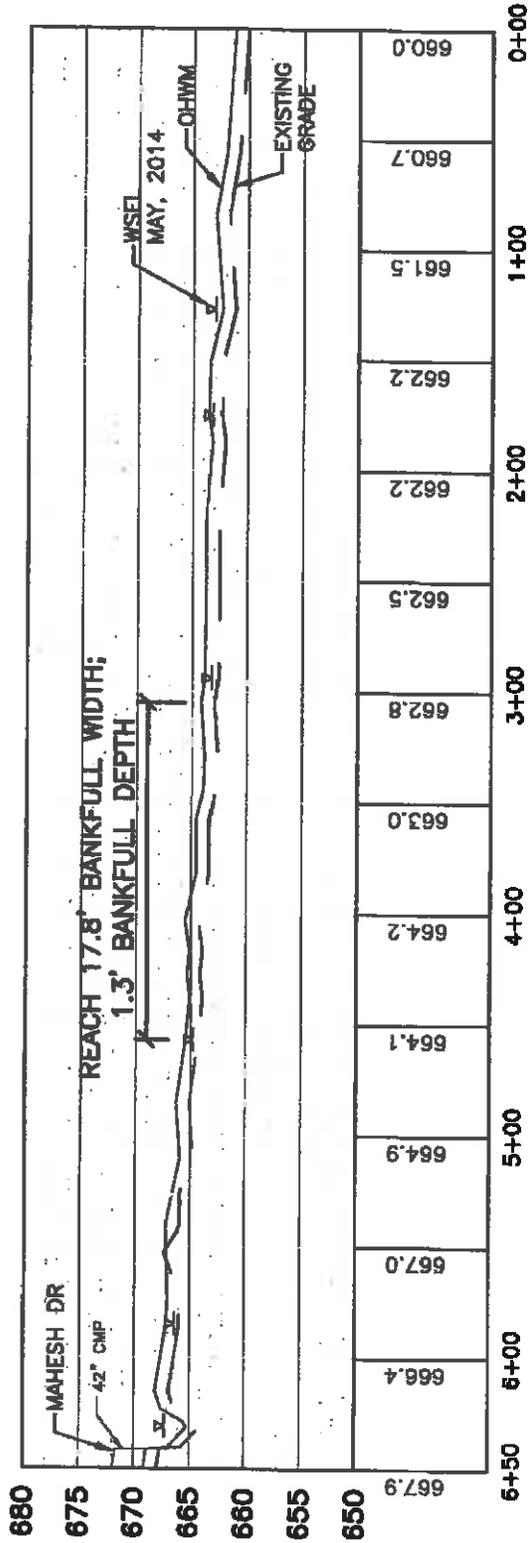
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FIGURE NO.

2



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**PROFILE**  
**STA 0+00 - 6+50**



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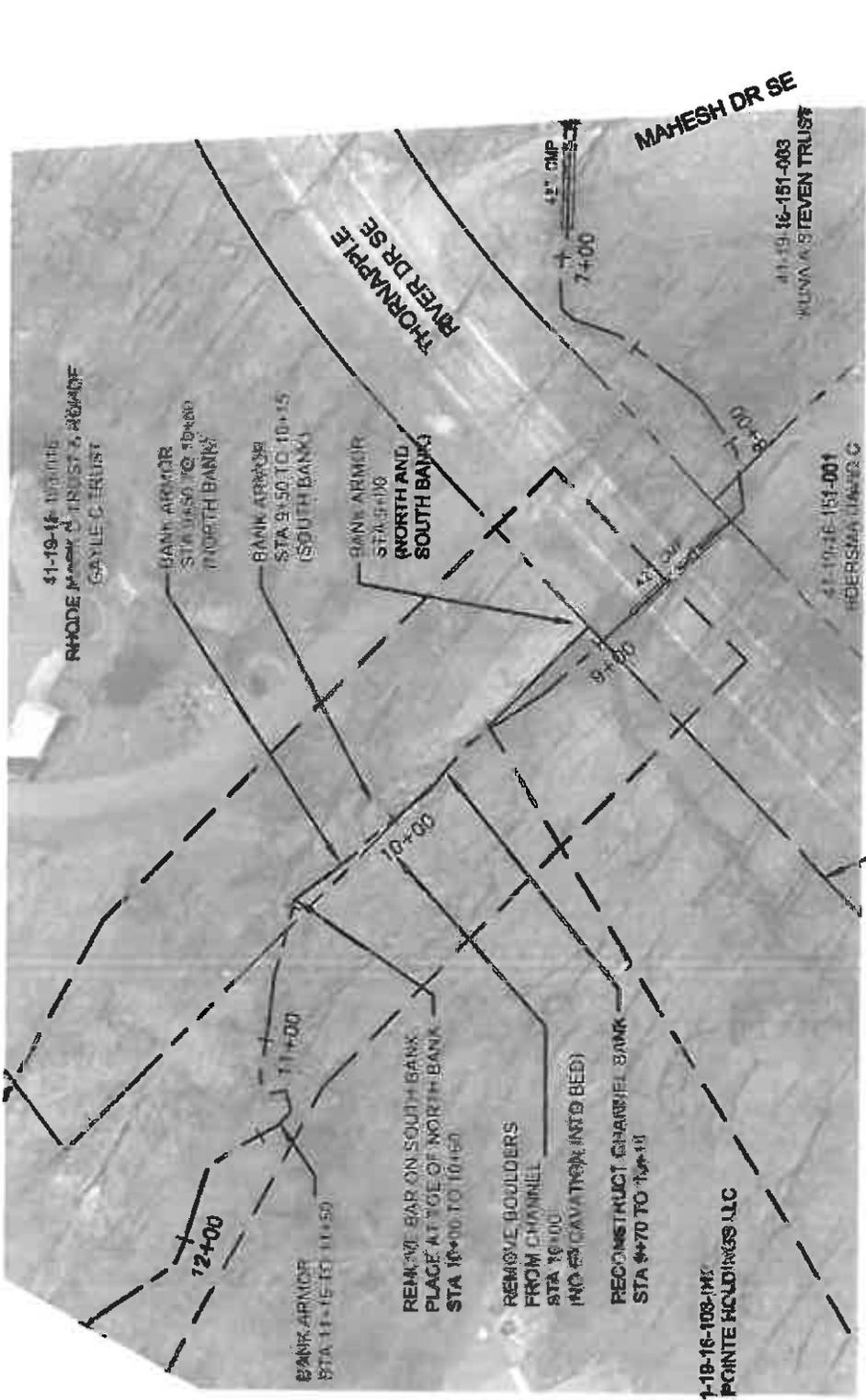
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FIGURE NO.  
 4



**PLAN**  
**STA 6+50 - 12+50**  
 SCALE: 1" = 60'



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**5**

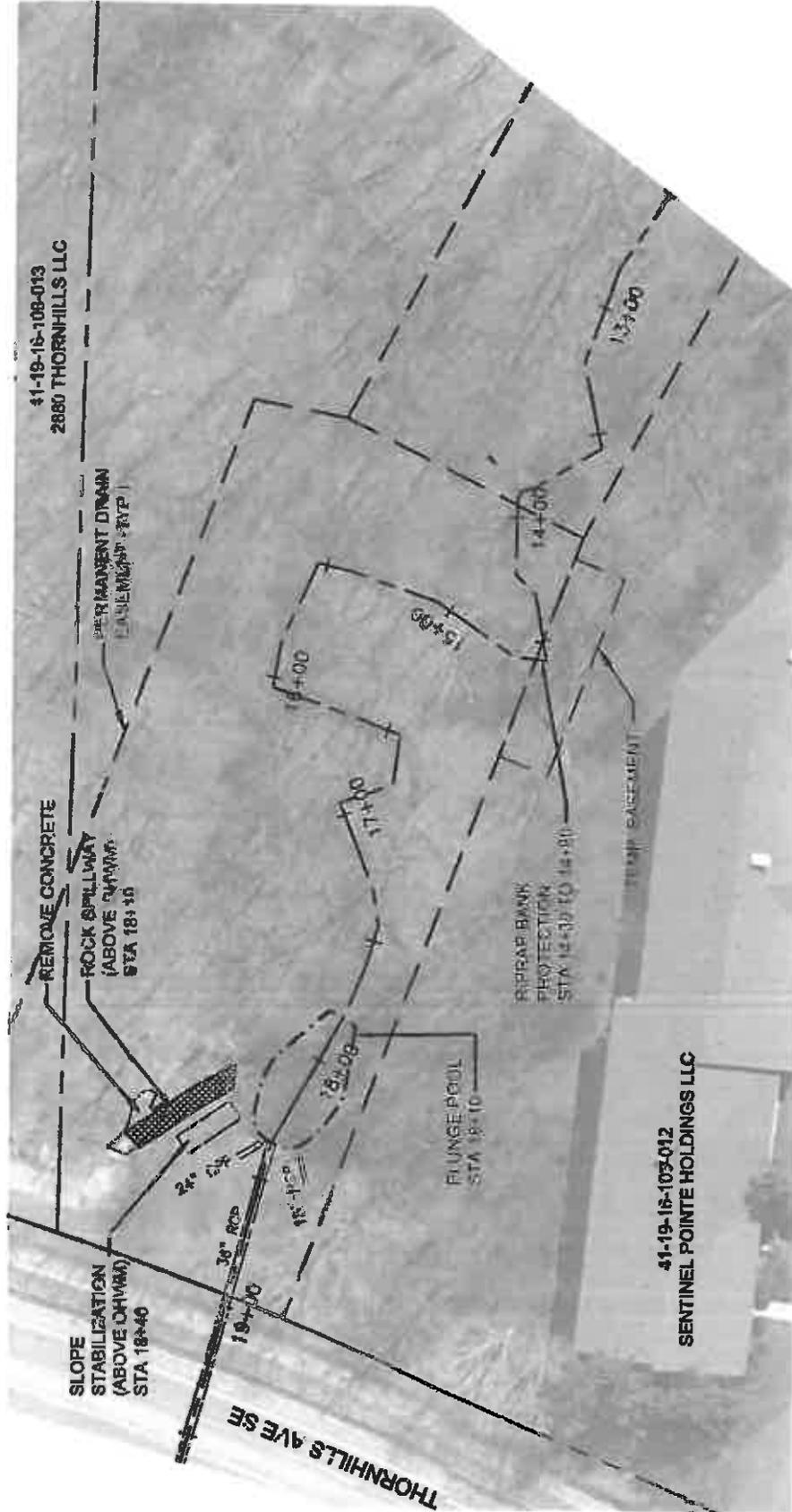
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PLAN  
**STA 12+50 - 19+50**



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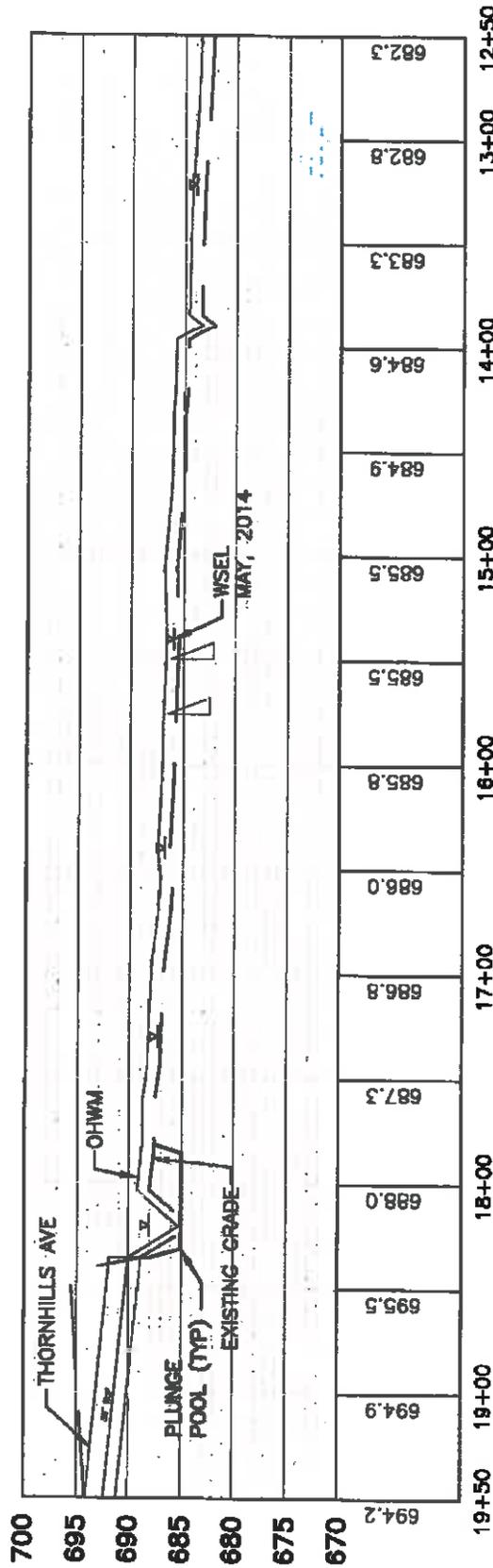
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FIGURE NO.  
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PROFILE  
STA 12+50 - 19+50

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VERT SCALE: 1" = 16'

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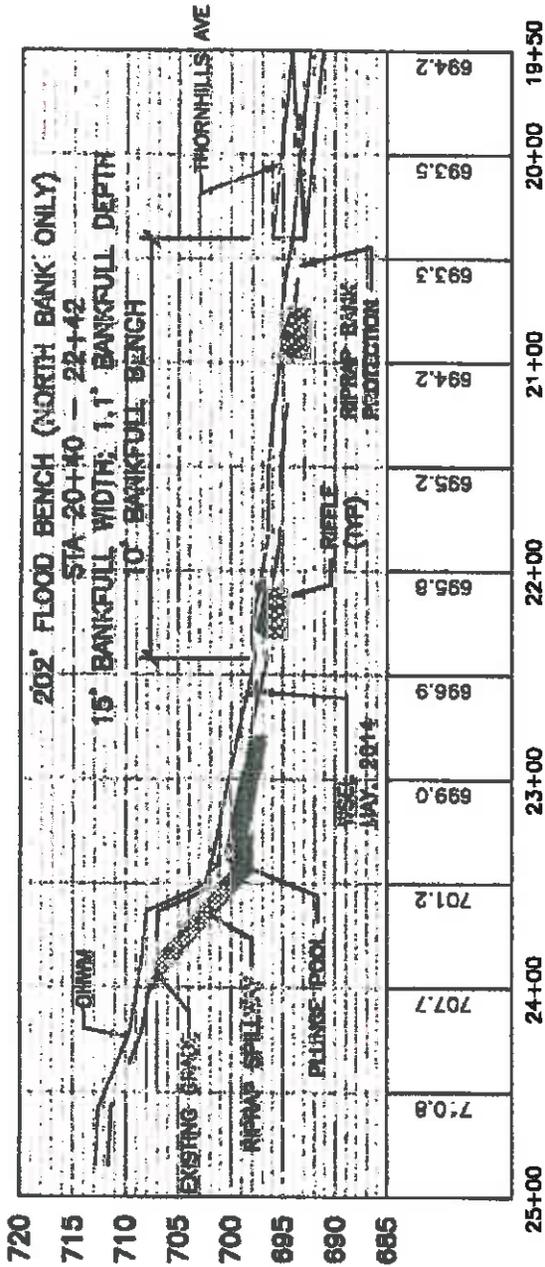
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**PROFILE**  
**STA 19+50 - 24+85**

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0 40 80

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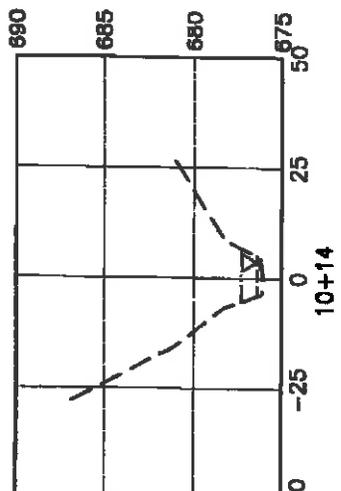
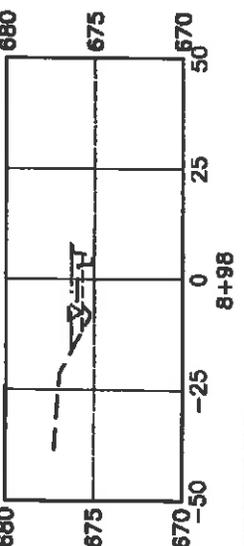
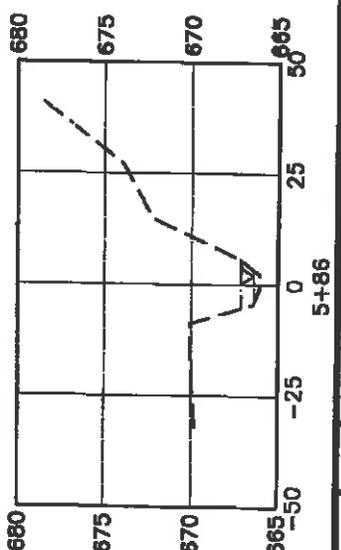
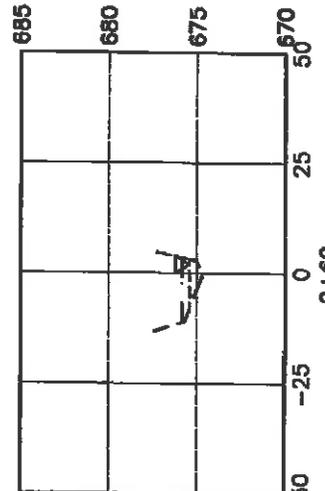
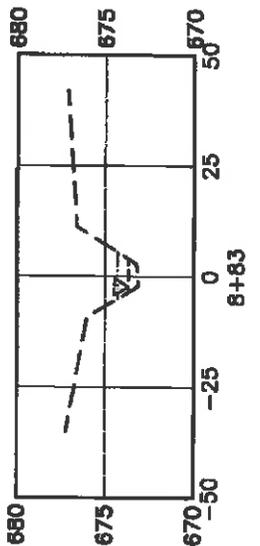
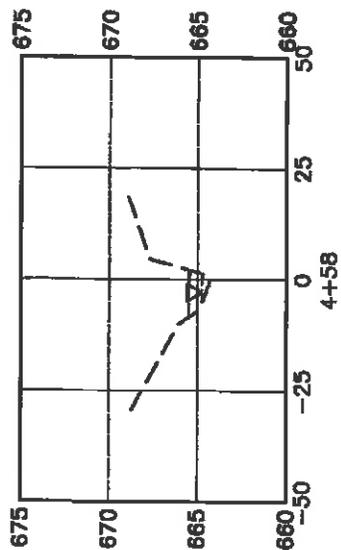
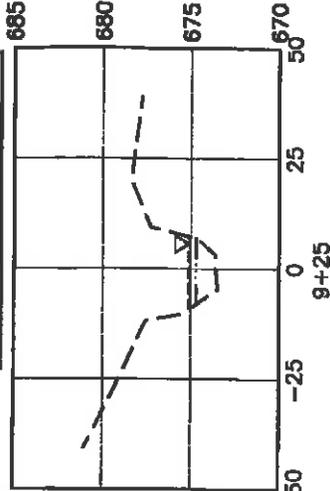
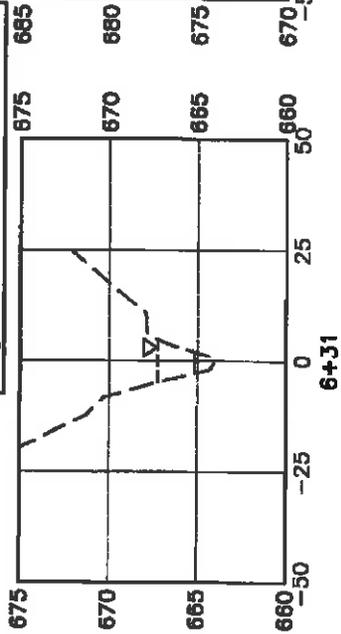
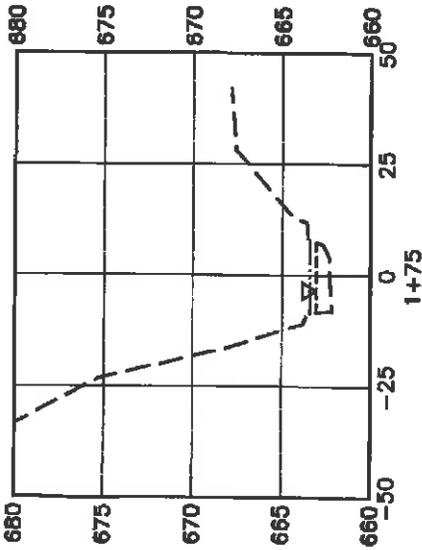
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SECTIONS  
 STA 0+00 TO 10+14

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 VERT SCALE: 1" = 10'

LEGEND  
 - - - - - OHWM  
 - - - - - WSEL

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 11

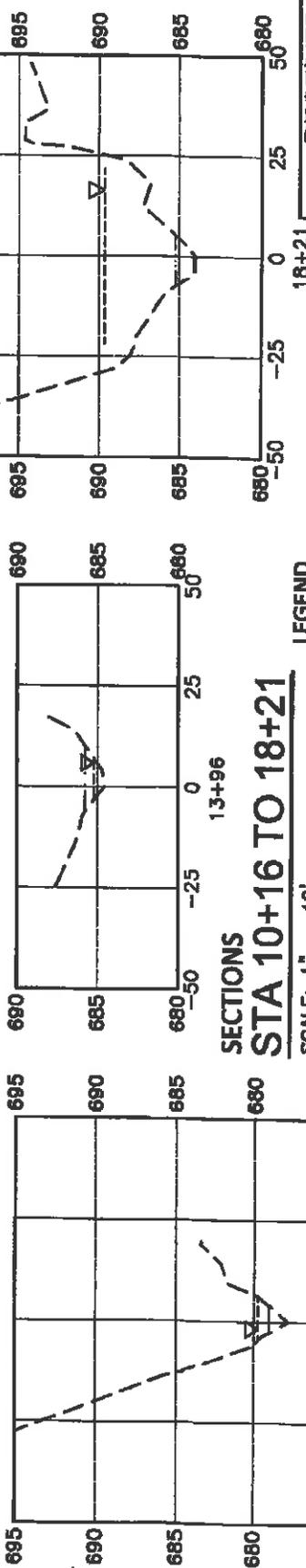
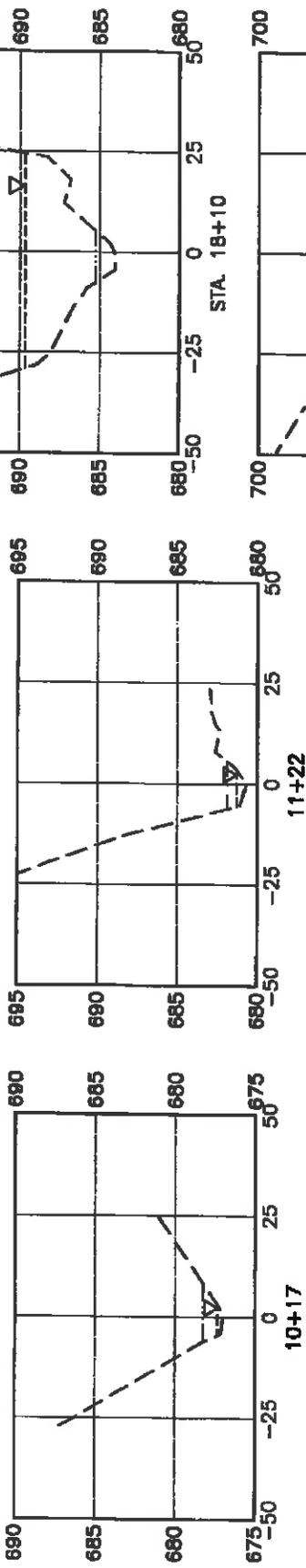
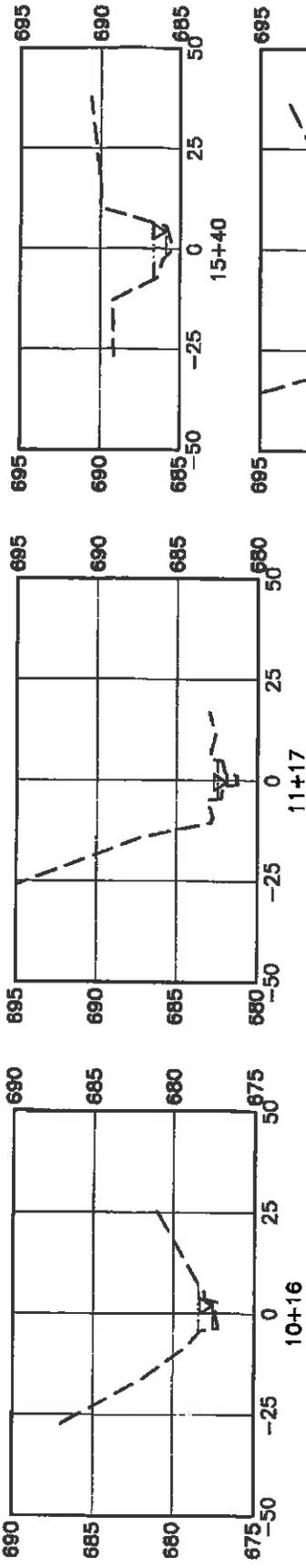
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STA 10+16 TO 18+21**  
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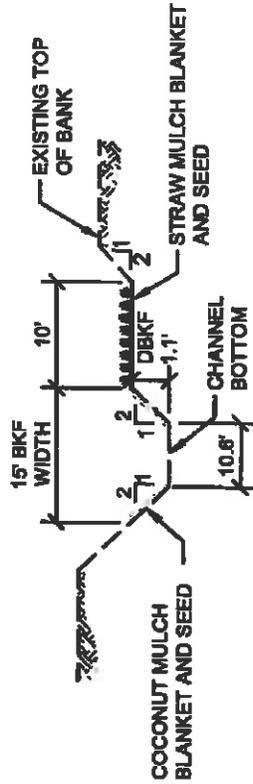
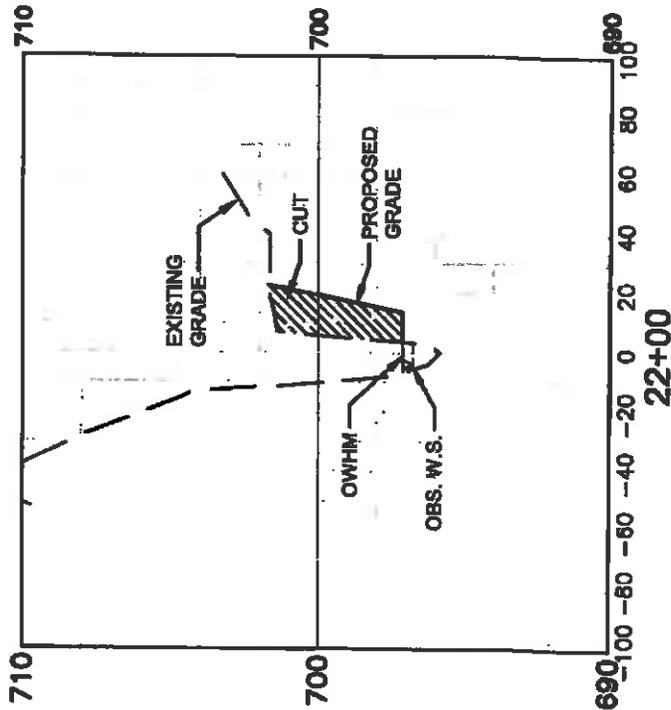
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**12**



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 PROPOSED ENTRENCHMENT RATIO: 2.0  
 EXISTING WIDTH/DEPTH: 9.6  
 PROPOSED WIDTH/DEPTH: 13.6

STA. 20+40 TO 22+42  
**FLOOD BENCH CREATION (NORTH BANK ONLY)**  
 NO SCALE



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**14**

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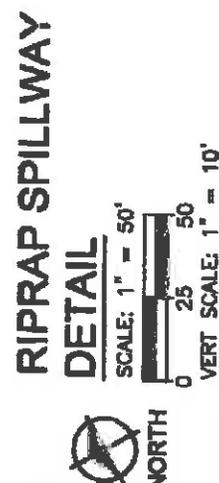
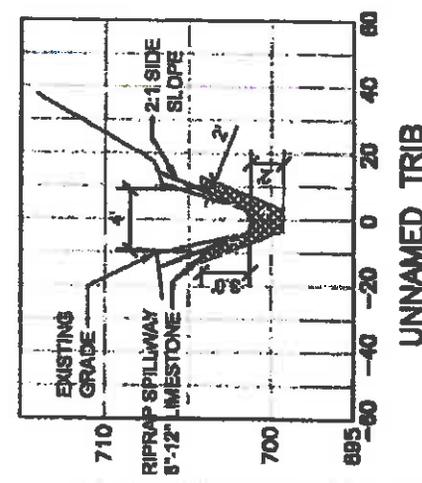
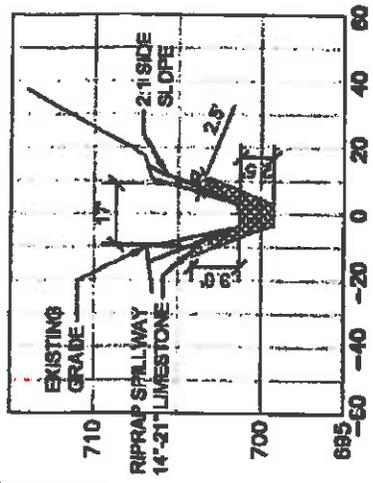
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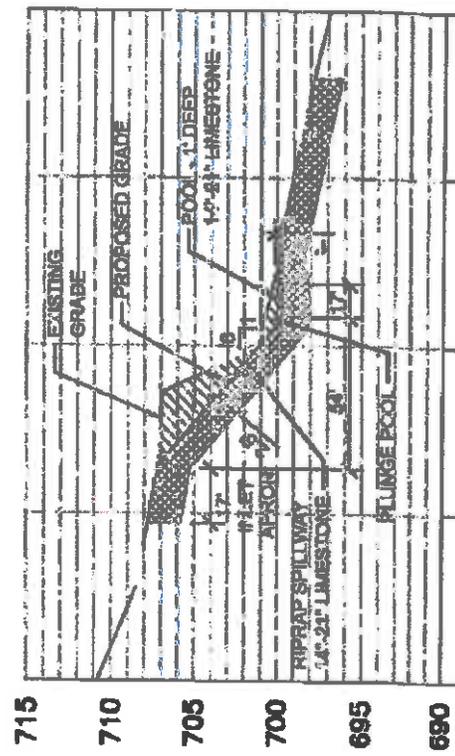
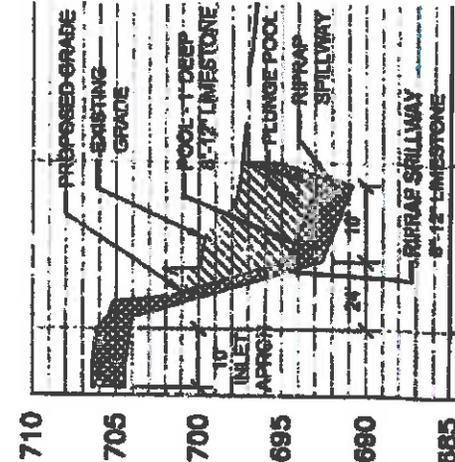
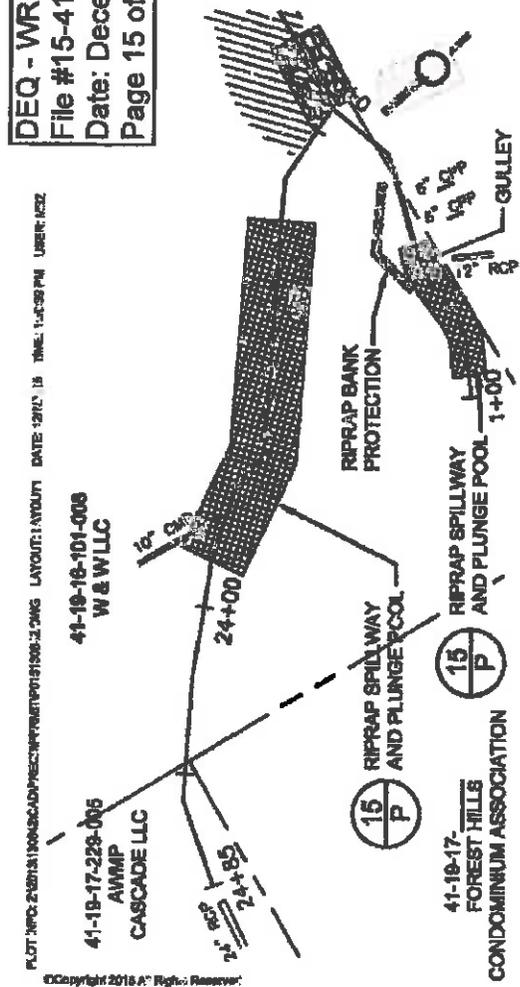
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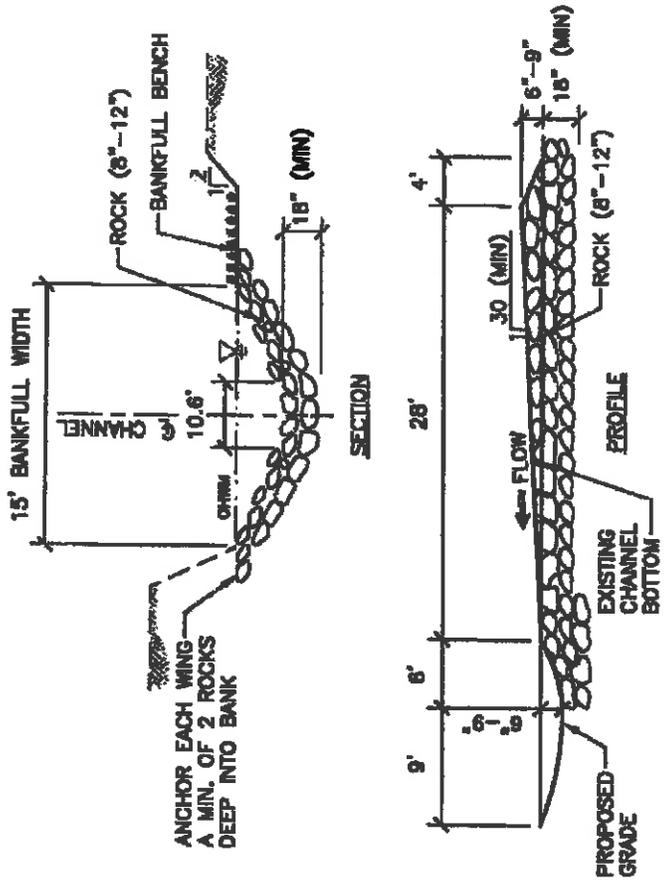
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SPOILS SHALL BE PLACED, LEVELED AND SEEDDED ON THE TOP OF THE CHANNEL BANK

ESTIMATED 42 CY ROCK PER ROCK RIFFLE

THE SLOPE UPSTREAM OF THE CREST SHALL NOT BE GREATER THAN 1(V):8(H) AND THE SLOPE DOWNSTREAM OF THE CREST SHALL NOT BE GREATER THAN 1(V):20(H)

108 P

ROCK RIFFLE  
 NO SCALE

DETAILS  
 NO SCALE

9/30/2015  
 MDEQ  
 PERMIT

PROJECT NO.  
 G130842

FIGURE NO.

16

Cascade Township  
 Cascade Township, Kent County, Michigan  
 Thornapple Hills Drain Restoration

**fitch**  
 engineers  
 scientists  
 architects  
 constructors

1000  
 600 S. Main, N.E.  
 www.fitch.com

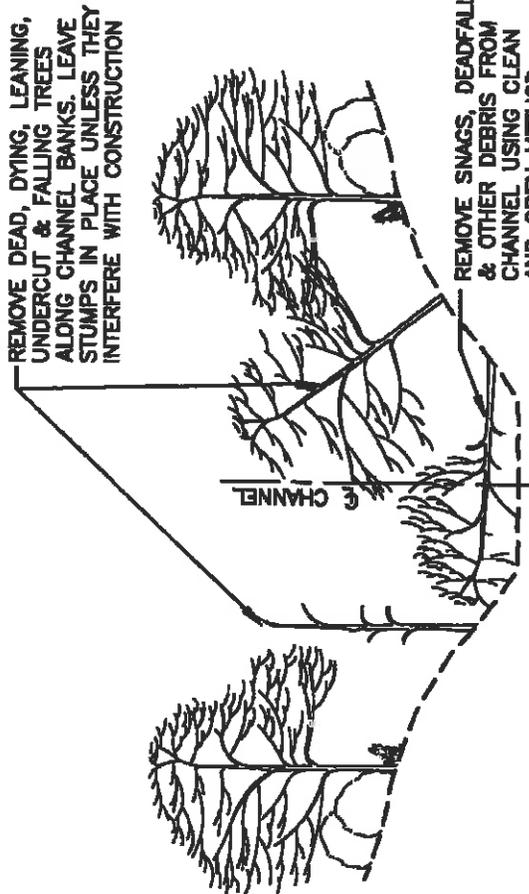
Client Copy is intended to be 8.5"x11" when plotted. Scaling indicated and graphic quality may not be suitable for any other use.

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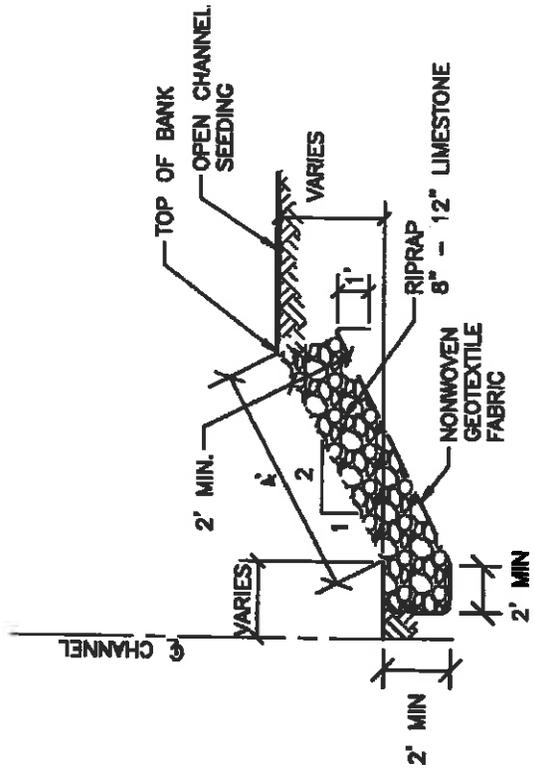
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ALL ASH TREES WITHIN 10' OF TOP OF BANK SHALL BE REMOVED.  
 STUMPS SHALL NOT BE GRUBBED UNLESS THEY INTERFERE WITH CONSTRUCTION  
 WOODY DEBRIS SHALL BE WIND-ROWED ALONG EDGE OF EASEMENT, CHIPPED OR BURNED AT DISCRETION OF PROPERTY OWNER  
 NO TREE CUTTING FROM APRIL 1 THRU OCTOBER 30.

**WOODY DEBRIS MANAGEMENT**  
 NO SCALE

DEQ - WRD Approved Plans  
 File #15-41-0016-P  
 Date: Decemeber 14, 2015  
 Page 19 of 28



SEE PLANS FOR LENGTH OF RIPRAP BANK PROTECTION

**7 RIPRAP BANK PROTECTION**  
 NO SCALE

**DETAILS**  
 NO SCALE

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fittebeck, barstow, curry & huber, inc.  
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**Cascade Township**  
 Cascade Township, Kent County, Michigan  
 Thornapple Hills Drain Restoration

8/30/2015  
 MDEQ  
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PROJECT NO.  
 G130842

FIGURE NO.

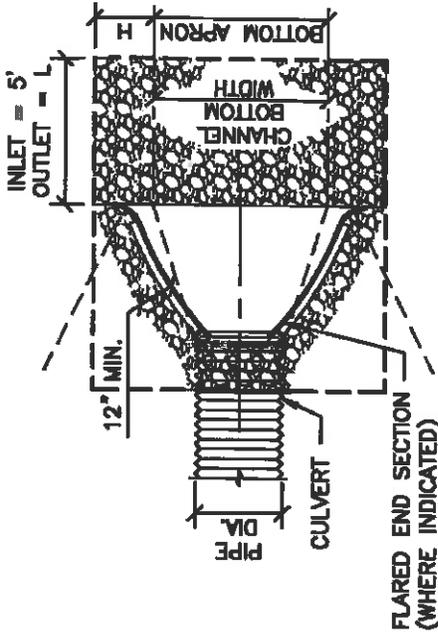
19





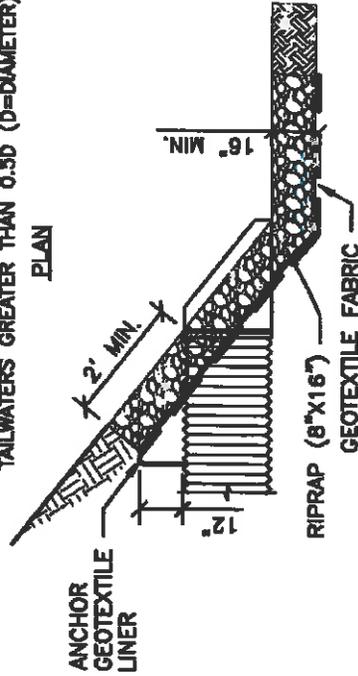
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PIPE DIA (IN)	L (FEET)	H (FEET)
12	5	2
15	5	2
18	5	2
24	10	4
30	10	4
36	10	4
42	15	6
48	15	6
54	15	6
60	20	8
66	20	8
72	20	8
78	20	8
84	20	8



NOTE: "H" PROVIDES FOR RIP RAP UP TO THE MIDPOINT OF THE AVERAGE PIPE DIAMETER IN THE GROUPING.

"L" FOLLOWS MINIMUM APRON LENGTHS BASED ON EMPIRICAL FORMULA US EPA 1976  $L=3Q/D^{3/2}$  FOR TAILWATERS GREATER THAN 0.5D (D=DIAMETER).



DEQ - WRD Approved Plans  
 File #15-41-0016-P  
 Date: Decemeber 14, 2015  
 Page 22 of 28

**7** RIPRAP END TREATMENT DETAIL  
 NO SCALE  
 SEE QUANTITY TABLE FOR DIMENSIONS

**DETAILS**  
 NO SCALE

**Cascade Township**  
 Cascade Township, Kent County, Michigan

**Thornapple Hills Drain Restoration**

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 not be accurate for  
 any other size.

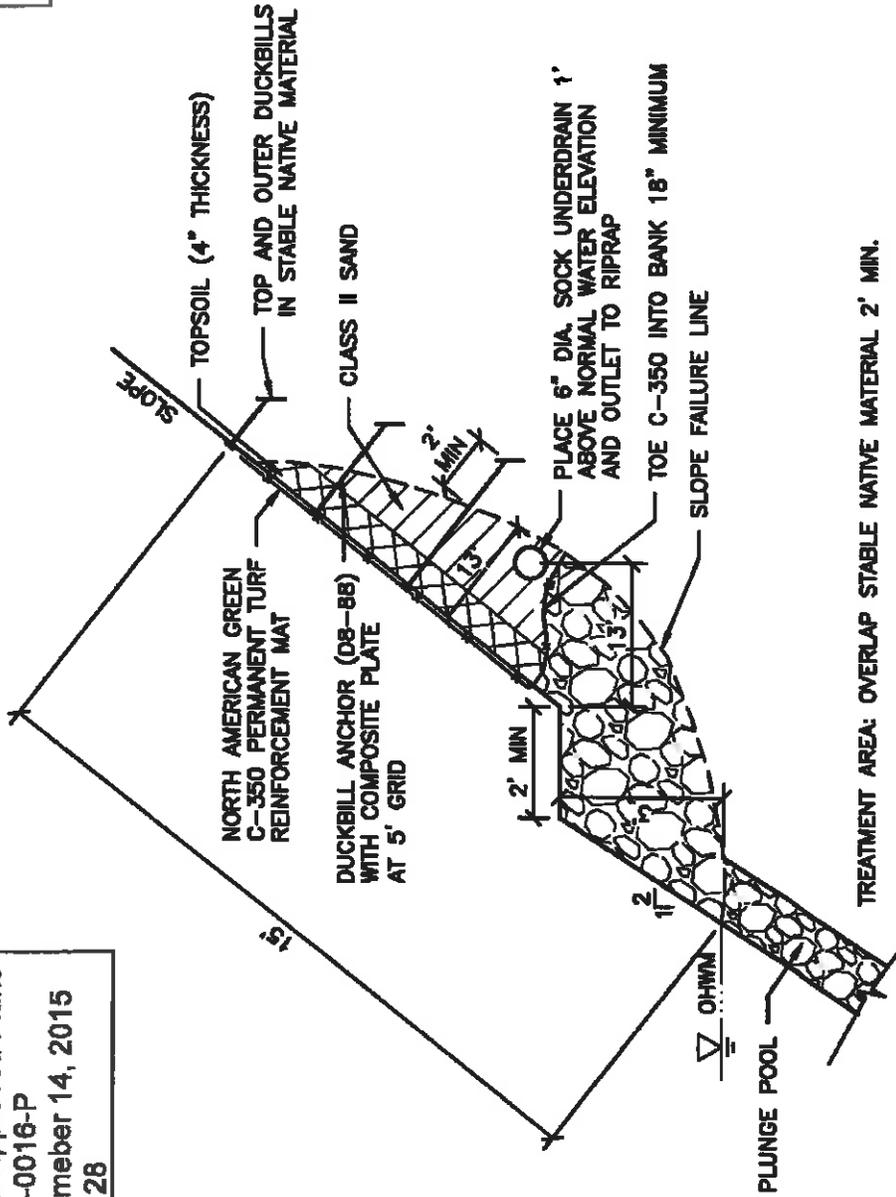
9/30/2015 MDEQ PERMIT	PROJECT NO. G130842	FIGURE NO. <b>22</b>
-----------------------------	------------------------	-------------------------

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Grand Rapids

DEQ - WRD Approved Plans  
File #15-41-0016-P  
Date: December 14, 2015  
Page 23 of 28

PLOT INFO: Z:\2015\150842\CD\PRE\COVER\MP\150842.DWG LAYOUT: LAYOUT1 DATE: 9/30/2015 TIME: 11:46:50 AM USER: MBE



# SLOPE STABILIZATION DETAIL

NO SCALE

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engineers  
scientists  
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intended to be  
3.0"x7.0" when  
printed. (Scaling)  
Indicated and  
graphic quality may  
not be accurate for  
any other size.

**Cascade Township**  
Cascade Township, Kent County, Michigan  
Thornapple Hills Drain Restoration

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PROJECT NO.  
G130842

FIGURE NO.

23

DEQ - WRD Approved Plans  
 File #15-41-0016-P  
 Date: December 14, 2015  
 Page 24 of 28

Rock\_Chute.xls  
 for construction plan

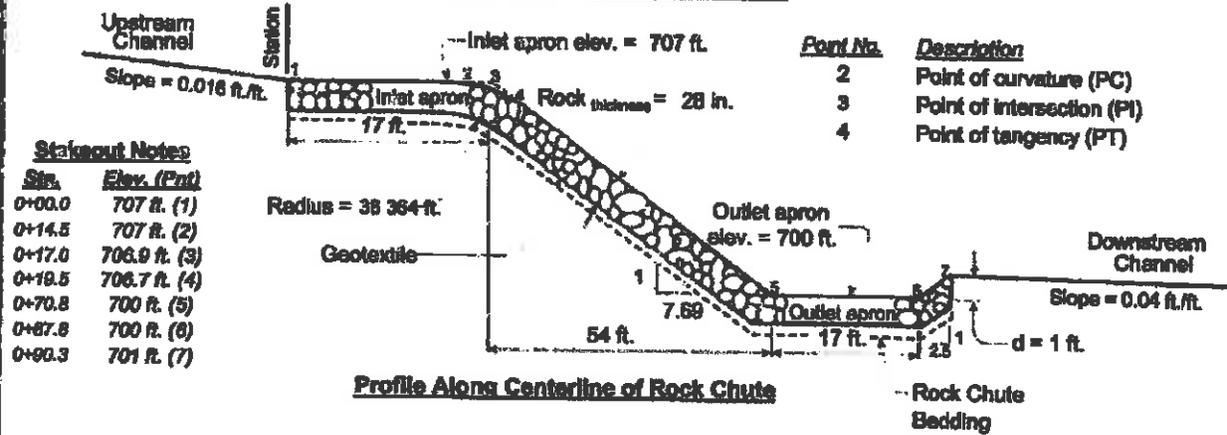
## Rock Chute Design - Cut/Paste Plan

(Version WI-July-2010, Based on Design of Rock Chutes by Robinson, Rice, Keady, ASAE, 1996)

Project: Thornapple Hills Drain - Sta 23+50 County: Kent  
 Designer: rjh Checked by: \_\_\_\_\_  
 Date: 11/19/2015 Date: \_\_\_\_\_

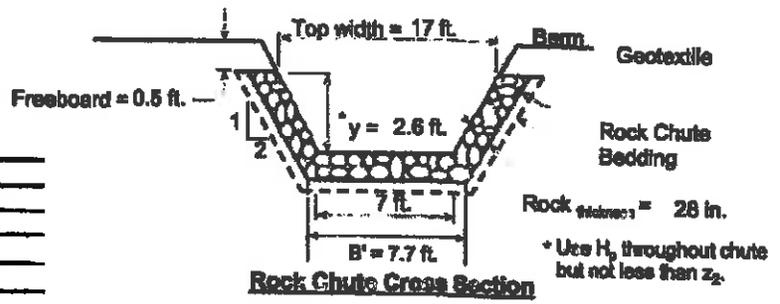
Design Values	Rock Gradation Envelope	Quantities <sup>a</sup>
D <sub>50</sub> dia. = 13.8 in.	% Passing	Rock = 188 yd <sup>3</sup>
Rock <sub>chute</sub> thickness = 28.0 in.	D <sub>100</sub> — 21 - 28 (628 - 1488)	Geotextile (WCS-13) <sup>b</sup> = 300 yd <sup>2</sup>
Inlet apron length = 17 ft.	D <sub>85</sub> — 18 - 25 (408 - 1085)	Bedding = 0 yd <sup>3</sup>
Outlet apron length = 17 ft.	D <sub>50</sub> — 14 - 21 (186 - 628)	Excavation = 0 yd <sup>3</sup>
Radius = 38 ft.	D <sub>10</sub> — 11 - 18 (95 - 409)	Earthfill = 0 yd <sup>3</sup>
Will bedding be used? No	Coefficient of Uniformity, (D <sub>60</sub> /D <sub>10</sub> ) < 1.7	Seeding = 0.0 acres

**Notes:** <sup>a</sup> Rock, bedding, and geotextile quantities are determined from x-section below (neglect radius).  
<sup>b</sup> Geotextile Class I (Non-woven) shall be overlapped and anchored (18-in. minimum along sides and 24-in. minimum on the ends) — quantity not included.



**Stakeout Notes**

Sta.	Elev. (Ft)
0+00.0	707 ft. (1)
0+14.5	707 ft. (2)
0+17.0	706.9 ft. (3)
0+19.5	706.7 ft. (4)
0+70.8	700 ft. (5)
0+87.8	700 ft. (6)
0+90.3	701 ft. (7)



Notes:  
 Rock gradation envelope can be met with  
 Gradation printed

### Profile, Cross Sections, and Quantities

 National Resource Conservation Service U.S. Department of Agriculture	Thornapple Hills Drain - Sta 23+50	Date	Title	No. Revs.
	Kent County	Drawn	Checked	Checked

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DEQ - WRD Approved Plans  
 File #15-41-0016-P  
 Date: December 14, 2015  
 Page 25 of 28

Rock\_Chute.rds  
for construction plan

## Rock Chute Design - Cut/Paste Plan

(Version WI-July-2010, Based on Design of Rock Chutes by Robinson, Rice, Kadavy, ASAE, 1998)

Project: Thornapple Hills Drain - unnamed trib  
 Designer: rjh  
 Date: 11/19/2015

County: Kent  
 Checked by: \_\_\_\_\_  
 Date: \_\_\_\_\_

### Design Values

$D_{50}$  dia. = 8.0 in.  
 Rock<sub>chute</sub> thickness = 24.0 in.  
 Inlet apron length = 10 ft.  
 Outlet apron length = 10 ft.  
 Radius = 22 ft.

Will bedding be used? No

### Rock Gradation Envelope

% Passing	Diameter, in. (weight, lbs.)
$D_{100}$ ———	12 - 16 (122 - 290)
$D_{85}$ ———	10 - 14 (80 - 211)
$D_{50}$ ———	8 - 12 (36 - 122)
$D_{10}$ ———	6 - 10 (19 - 80)

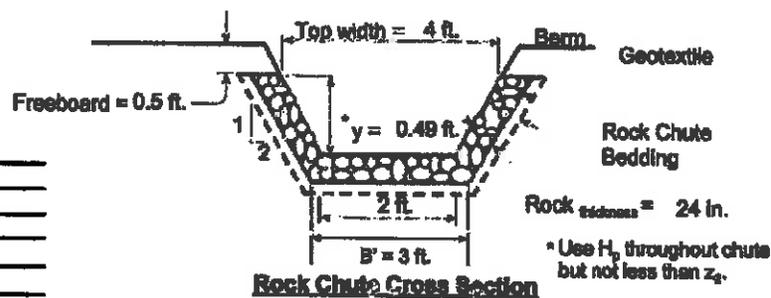
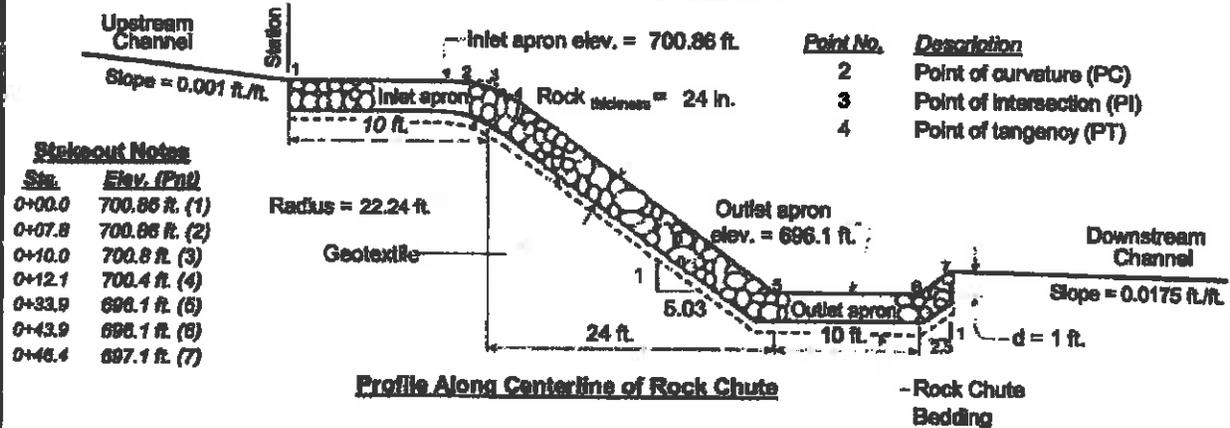
Coefficient of Uniformity,  $(D_{60})/(D_{10}) < 1.7$

### Quantities<sup>a</sup>

Rock = 32 yd<sup>3</sup>  
 Geotextile (WCS-13)<sup>b</sup> = 74 yd<sup>2</sup>  
 Bedding = 0 yd<sup>3</sup>  
 Excavation = 0 yd<sup>3</sup>  
 Earthfill = 0 yd<sup>3</sup>  
 Seeding = 0.0 acres

**Notes:** <sup>a</sup> Rock, bedding, and geotextile quantities are determined from x-section below (neglect radius).

<sup>b</sup> Geotextile Class 1 (Non-woven) shall be overlapped and anchored (18-in. minimum along sides and 24-in. minimum on the ends) — quantity not included.



### Profile, Cross Sections, and Quantities

Notes:

Rock gradation envelope can be met with
DOT Medium riprap Gradation

	Thornapple Hills Drain - unnamed trib	Date	Scale
	Kent County	Drawn	Sheet
		Checked	Date

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**Thornapple Hills Drain - Quantity Calculations**

**Section 10A - Projects Requiring Fill**

Station	Description	Fill Below OHWM				Fill Above OHWM				Total Volume (cy)	Area of Fill (sf)
		Distance (ft)	Avg. Width (ft)	Avg. Depth (ft)	Subtotal Volume (cy)	Distance (ft)	Avg. Width (ft)	Avg. Depth (ft)	Subtotal Volume (cy)		
Designated County Trail											
8+70-10+10	reconstruct bank	40	10	3	44					44	400
10+60-11+00	bar removal	60	6	2	20					20	360
0+00	catch basin and 17 LF 12" CMP w FES	25	8	1	3	25	8	3	29	32	300
<b>Total Fill</b>					<b>67</b>				<b>29</b>	<b>96</b>	<b>1100</b>

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DEQ - WRD Approved Plans  
 File #15-41-0016-P  
 Date: December 14, 2015  
 Page 26 of 28

**Thornapple Hills Drain - Quantity Calculations**

**Section 10B - Projects Requiring Dredge**

Station	Description	Cut Below OHWM				Cut Above OHWM				Total Volume (cy)
		Distance (FT)	Avg. Width (ft)	Avg. Depth (ft)	Subtotal Volume (cy)	Distance (FT)	Avg. Width (ft)	Avg. Depth (ft)	Subtotal Volume (cy)	
<b>Excavation - Supply Drain</b>										
4+80-8+00	riprap bank protection - north bank	120	3	2	27	120	3	2.0	27	54
8+84-9+00	riprap bank protection - both banks	20	3	2.0	4	20	3	2.0	4	8
9+50-10+15	riprap bank protection - south bank	65	2	2	10					10
9+50-10+60	riprap bank protection - north bank	110	2	2.0	16					16
10+60-11+00	Bar removal	60	6	1.5	20					20
11+10-11+50	riprap bank protection - south bank	40	2	2.0	6					6
14+30-14+80	riprap bank protection - south bank	50	2	2	7					7
20+40 - 22+42	flood bench	202	15	1.0	112	202	13	4.2	411	524
20+40 - 20+60	riprap bank protection - both banks	40	2	2.0	6					6
20+60	rifle	38	15	1.5	32					32
21+65	rifle				0					0
22+40	rifle	38	15	1.5	32					32
22+40-23+88	riprap embankment	108	10.0	3.0	118					118
<b>Gully</b>										
<b>Total Dredge/Excavation =</b>					<b>390</b>					<b>443</b>
										<b>884</b>

DEQ - WRD Approved Plans  
 File #15-41-0016-P  
 Date: December 14, 2015  
 Page 27 of 28

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**Thornapple Hills Drain - Quantity Calculations**

**Section 10C - Projects Requiring Rock**

Station	Description	Waterward of OHWM				Landward of OHWM				Total
		Length (ft)	Avg. Width (ft)	Avg. Depth (ft)	Subtotal Volume (cy)	Length (ft)	Avg. Width (ft)	Avg. Depth (ft)	Subtotal Volume (cy)	Total Volume (cy)
<b>Designated County Drain</b>										
5+40	rock spillway					70	10	2	52	52
4+80-8+00	riprap bank protection - north bank	120	3	2	27	120	3	3	40	67
8+84-9+00	riprap bank protection - both banks	20	3	2.0	4	20	3	2.0	4	8
9+60-10+15	riprap bank protection - south bank	65	2	3	14	65	2	3	14	28
9+50-10+80	riprap bank protection - north bank	110	3	2.0	24	110	3	2	24	48
11+10-11+50	riprap bank protection - south bank	40	2	3.0	9	40	3	3	13	22
14+30-14+80	riprap bank protection - south bank	50	2	3	11	50	3	3	17	28
18+10	plunge pool	35	60	2	130					130
18+10	rock spillway					18	8	2	8	9
18+10	slope stabilization					10	15	3	17	17
20+40 - 20+60	riprap bank protection - both banks	40	2	3	9	40	3	2.0	9	18
20+66	tile outlet stabilization					30	6	2	13	13
20+90	riffle	38	15	2	42					42
21+00	tile outlet stabilization					74	6	2	33	33
21+85	riffle				0					0
22+40	riffle	38	15	2	42					42
22+80-23+86	riprap spillway	108	10	3	118					118
23+70	tile outlet stabilization					8	8	2	4	4
<b>Gully</b>										
0+00	riprap end treatment					14	10	1.50	8	8
0+60	tile outlet stabilization					8	6	2	4	4
0+45	tile outlet stabilization					8	6	2	4	4
0+30-0+60	riprap bank protection - north bank					30	6	2	13	13
0+50-0+85	riprap spillway with pool					50	15	2	58	58
<b>Total Riprap</b>					<b>431</b>	<b>334</b>				<b>807</b>

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 File #15-41-0016-P  
 Date: December 14, 2015  
 Page 28 of 28

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**THORNAPPLE HILLS DRAIN  
PROJECT SCHEDULE  
Status thru 9/22/2016**

Task Description	2016												2017					
	Month	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Final project cost estimates																		
Infrastructure meeting to review project (March 2)																		
Funding authorization - Board Meeting																		
Final bid documents and construction drawings																		
Issue bids																		
Pre-bid meeting																		
Bid opening																		
Contract Award Docs																		
Property Owner Letter																		
<b>Construction:</b>																		
7-day notice letter to property owners																		
Woody debris**																		
Channel work^																		
Substantial Complete																		
Final Inspection and Project Close Out																		
Prepare record drawings - submit to KCDC & Township																		

Task Complete

Task started

\*\*October 1 thru March 30

^weather and site conditions permitting

5 week construction project





# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

**Date:** September 28<sup>th</sup>, 2016  
**To:** Supervisor Beahan & Cascade Township Board  
**From:** Benjamin Swayze, Township Manager  
**Subject:** Legal Services RFP - Award

---

## **FACTS:**

Cascade Township is currently served by Varnum LLP to provide general counsel legal services to the Township, as well as some specialized services. Until January 1<sup>st</sup> of this year, the Township was served by Law Weathers, however Law Weathers merged with Varnum. We continue to be served by essentially the same legal team, just as Varnum attorneys rather than Law Weathers. We have also utilized other firms in the past in cases of specialized needs. Most recently we have utilized Dickenson Wright for DDA and Bond Counsel work and we have utilized Bloom Sluggett Morgan for a planning/land use case where Varnum has had to recuse itself due to a conflict in the case.

With Law Weathers being merged with Varnum on January 1<sup>st</sup>, 2016, the Personnel Committee thought the timing may be appropriate to reconsider the matter and requested that a potential RFP for legal services be prepared for consideration. The Township Board approved letting bids for Legal Services this past July. Firms were invited to bid on the Township Legal services by invitation only. What follows is a list of firms that were invited to bid and whether or not they were responsive:

- Varnum – Yes
- Bloom Sluggett Morgan – Yes
- Dickenson Wright – Yes
- Mika Meyers – Yes
- Miller, Canfield, Paddock and Stone – Yes (Bond Council Only)
- Miller Johnson Attorneys – No
- Smith, Haughey, Rice & Roegge – No
- Foster, Swift, Collins & Smith – Yes
- Clark Hill – Yes
- McGraw Morris - No

At their August meeting, the Personnel Committee conducted the first review of the proposals, including the attached cost comparison. After reviewing the proposals, the Personnel Committee requested that the Township Manager seek additional information from Varnum and Bloom Sluggett Morgan regarding their proposals. Once the additional information was received, the Personnel Committee reconvened to discuss the proposals in light of the new information. After reviewing the proposals, the Personnel Committee has recommended that the Township retain the services of Varnum for General Council and Prosecution Services. They have also recommended that due to the variances in proposals, the Township bid Bond Counsel services on an as needed basis among those firms that were responsive.

Attached for your review is:

- Issued RFP for Legal Services
- RFP Response Cost Comparison
- Legal Services bid from Varnum (other bids are available upon request)
- Reference Check and Additional Information Response for Varnum and Bloom Sluggett
- Service and Billing Information Sheet from Varnum

### **ANALYSIS & CONCLUSIONS:**

The Personnel Committee reviewed each of the proposals in detail before making a decision. The justification for their recommendation includes:

**Cost** – Of the proposals received, Varnum and Foster Swift had the lowest per hour cost for general services (\$190 per hour) with Bloom Sluggett Morgan only slightly higher (\$195). Foster Swift did have a slightly lower cost for prosecution services (\$175 per hour) but the Township is very limited in the use of this service. Varnum, Bloom Sluggett Morgan and Foster Swift also offered a discount on paralegal work ranging from \$85 to \$170, but the amount of work done for the Township that would be handled by a paralegal would be limited.

**Experience** – Each firm that submitted a proposal was very experienced in municipal law. The committee was particularly impressed with the client list from Varnum, Bloom Sluggett Morgan, Mika Meyers and Dickenson Wright as each firm had a significant client base in the Kent County region. It was noted by the committee that while each firm had significant experience, Cascade Township itself has had very positive experiences with Varnum, Bloom Sluggett Morgan and Dickenson Wright.

**Location** – Each firm indicated the Township would be served out of a Grand Rapids area office, with the exception of Clark Hill which would be out of a Lansing area office. The Committee was comfortable with the accessibility of all firms except Clark Hill.

**Package of Services** – The Personnel Committee reviewed each proposal to determine if the services offered would be comprehensive. Miller Canfield only submitted a proposal for bond counsel. Bloom Sluggett Morgan proposal indicated that they would not offer bonding/finance or labor/benefits services. All other services were comprehensive.

**References** – After consideration of the proposals, the Personnel Committee recommended a detailed reference check for both Bloom Sluggett Morgan and Varnum. The reference check summary is included for your review, but both firms received very positive recommendations from references.

After considering all proposals, the Personnel Committee is recommending the Township Board select Varnum for General Services and Prosecution Services. The committee felt that given their price, comprehensive nature of their services, experience and positive relationship with the Township, they were the best choice for the Township. The services proposal with Varnum will be open ended and the relationship can be terminated at any time with or without cause.

The personnel committee is also recommending that Bond Council services be sought on an as-needed basis among the firms that were responsive to the Township proposal.

**FINANCIAL CONSIDERATIONS:**

In the current fiscal year, the Township has budgeted approximately \$40,000 over all departments for legal services. Actual costs for legal services during a fiscal year can fluctuate greatly depending on the activities of that year.

**RECOMMENDED ACTION:**

To award the bid for General Council and Prosecution Legal Services to Varnum and authorized the Township Manager to execute an engagement letter on behalf of the Township.

**CASCADE CHARTER TOWNSHIP  
REQUESTS FOR PROPOSALS  
Cascade Charter Township / Township Legal Services**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing ***Legal Services*** for the Cascade Charter Township Board.

Proposals shall be due July 29th, 2016 at 10:00 a.m. Please mark the sealed envelope as "Cascade Township Legal Services." A complete Request for Proposal document may be obtained at:

Cascade Charter Township  
ATTN: Benjamin Swayze  
Township Manager  
2865 Thornhills SE  
Grand Rapids, MI 49546  
Phone: 616-949-1500

Or on the Web at:  
<http://www.cascadetwp.com/Reference-Desk/Bids.aspx>



## Cascade Township Request for Proposals 2016 Legal Services

Cascade Charter Township hereby requests proposals from qualified firms interested in providing comprehensive legal services to the Township.

These specifications describe the conditions, requirements and responsibilities accepted by consultants when bidding on providing these services to Cascade Charter Township (Cascade *or* the Township).

### I. INTRODUCTION

#### 1.1 Background

Cascade is a full-service Charter Township that offers the following services:

- Township Administrative Services
- Clerk
- Treasurer
- Assessing
- Community Development (Planning, Zoning, Economic Development)
- Buildings and Grounds
- Parks, Pathways and Cemeteries
- Emergency Services (Fire, Medical, Accident)
- Building Inspections (Including contracted services with neighboring communities)
- Library (In partnership with Kent District Library)
- Police (In partnership with the Kent County Sheriff's Department)
- Water/Sewer (In partnership with The City of Grand Rapids)
- Downtown Development Authority

This **Request for Proposal** is intended to solicit and secure proposals from consultants with experience working with diverse interests within municipalities of a size similar to Cascade. The Township seeks services encompassing the traditional scope of work including legal counsel, opinions, consultation, and coordination with special counsel. Attendance at a variety of meetings will be required, including Township Board, Planning Commission, Zoning Board of Appeals and Downtown Development Authority meetings as requested. A detailed scope of services follows in *Section 4*.

## 1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

- A. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
- B. Each attorney in the proposed team must be a member in good standing of the Michigan State Bar Association.
- C. The proposed designated Township Attorney must have a minimum of ten years' experience in the field of municipal law with particular experience in land use.
- D. Standard Insurance Requirements:
  1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
  2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
  3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.

4. **Professional Liability Insurance:** A policy in an amount not less than \$1,000,000 per claim.
  5. **Cancellation:** Cancellation clause of insurance not less than thirty (30) days.
  6. **Proof of Insurance:** The Township reserves the right to require complete, certified copies of all required insurance policies at any time.
- E. The successful bidder will be required to enter into a professional service contract with the Township.

### **1.3 Funding**

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

### **1.4 Period of Performance**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about October 1st, 2016 and conclude December 31st, 2021. The final negotiated contract shall contain a clause that allows for the termination of the contract, without cause, with 120 days' notice.

## **II. GENERAL INFORMATION FOR CONSULTANTS**

### **2.1 Project Administrator**

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Benjamin Swayze  
Township Manager  
2865 Thornhills SE  
Grand Rapids, MI 49546

Telephone: (616) 949-1500  
E-mail: [bswayze@cascadetwp.com](mailto:bswayze@cascadetwp.com)

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

## **2.2 Estimated Schedule of Procurement Activities**

- Issue request for proposals June 23<sup>rd</sup>, 2016
- Proposals due July 29<sup>th</sup>, 2016
- Personnel Committee evaluates proposals August 11<sup>th</sup>, 2016
- Follow-up Calls or Interviews Week of Aug. 15, 2016
- Township Board approves contract August 24<sup>th</sup>, 2016
- Begin contract work (\*\*overlap w/current firm) October 1<sup>st</sup>, 2016
- Township Attorney December 31<sup>st</sup>, 2016

\*\*Should the contract be awarded to a firm that does not currently represent the Township, it is anticipated that there will be three months over overlapping work to bring the new firm up-to-speed on current issues in the Township

## **2.3 Submission of Proposals**

Responding firms are required to submit four (4) copies of their proposal, which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 10:00 a.m., local time, on Friday, July 29<sup>th</sup>, 2016.

*Proposals must include all information as outlined in Section 4 of this document.*

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked "Cascade Township Legal Services" and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

## **2.4 Proprietary Information and Public Disclosure**

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

## **2.5 Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

## **2.6 Acceptance Period**

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

## **2.7 Responsiveness**

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

## **2.8 Most Favorable Terms**

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

## **2.9 Costs of Proposal**

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

## **2.10 No Obligation Contract**

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

#### **2.11 Rejection of Proposals**

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

#### **2.12 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

#### **2.13 Commitment of Funds**

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

#### **2.14 Signatures**

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

### **III. SCOPE OF WORK**

#### **3.1 General Counsel**

1. Provides legal advice, counsel, services, training, consultation, and opinions to the Township Board, Staff, Commissions, Boards and Authorities, and all levels of the Township government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, condemnation, purchasing and procurement, leasing, purchase and sale of property, employment legal matters, public disclosure issues, and tort law. The Township Attorney's advice includes methods to avoid civil litigation.
2. Furnishes legal representation at all Township Board and other meetings when requested.
3. Appears before courts and administrative agencies to represent the Township's interests including prosecuting ordinance violations when requested/required.

4. Prepares and/or reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
5. Works cooperatively with special legal counsel retained by the Township for special projects.
6. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assists Township officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
8. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
9. Provides the Township Supervisor and Board with guidance as to Robert's Rules of Orders and related procedural matters relating to Board meetings.
10. Prepares legal opinions at the request of the Township Board or Manager
11. Provides the Township Board and Staff a legal perspective and advice on various governmental issues.
12. Performs other legal services and tasks as assigned by the Township Board and Township Manager

### **3.2 Bond Counsel**

1. On an as needed basis, prepares, reviews and opines on bond ordinances related to capital projects.
2. Assists in reviews and updates of official statements associated with debt issuances.
3. Attends bid openings and assists in analyzing bids to determine final award.
4. Assists in relationship management with rating agencies.
5. Provides advice on legal and financial matters to ensure Township's fiscal strengths.

6. Provides legal opinions on sale of bonds and notes.
7. Performs other legal services and tasks as assigned by the Township Board and Township Manager

### **3.3 Prosecution Services**

1. Represent the Township as Prosecutor in the District Court for ordinance violations and municipal civil infractions.
2. Represent the Township as Prosecutor in all appeals of convictions.
3. Recommend and draft ordinances and amendments based on cases prosecuted.
4. Coordinate work with the Kent County Sheriff's Department, as necessary, at the direction of the Township Manager.
5. Provide monthly time records to the Township Manager for work performed and statistics on the cases opened and pending.

### **3.4 Additional Services**

1. The appointed Township Attorney (or appropriate team member) must attend any and all Township Board meeting at the request of the Township Board or Township Manager. ***Regular attendance is not required unless requested.*** Such meetings are ordinarily held on Wednesday evenings in accordance with an annually adopted schedule.
2. The Township Attorney (or appropriate team member) must be available by phone, cell phone, fax and e-mail during business hours, evenings and weekends. Township Manger must be notified of whom to contact in the absence of the Township Attorney
3. Timeliness of response and accessibility to the Township Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated Township Attorney is of greatest importance, although these elements will also be considered in relation to Team Member Attorneys as well.
4. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone. The Township does not provide space on Township property for the Township Attorney and team members. A successful applicant must demonstrate an ability to provide services promptly.

## **IV. PROPOSAL CONTENT**

### **4.1 Business Organization**

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. Provide proof or certification of license to operate in the State of Michigan.

### **4.2 Applicable Experience**

Provide a narrative description of the firm, its operating principles, its divisions or departments and any matters that the firm specializes in.

Provide a general history of the firm, specifically identifying any services provided to Cascade Charter Township in the past.

Provide the name and address and contact information for the primary point of contact for any municipal clients in the State of Michigan.

For representative sample of municipal clients identified similar to Cascade Township (but no more than 3), provide:

1. Information, including dates and jurisdiction, relating to the scope of work identified above, including without limitation, land use, zoning, growth management, election law, Tax Increment Financing, Environmental Law, Inter-Local Agreements, Municipal Authority Agreements, Public Works, Employment Law and other Municipal matters.
2. Copy of any contract for services between that client and the firm
3. A billing synopsis of all work completed for said client over the past three years. Billing synopsis should, at a minimum, include hours billed and total billed amounts.

### **4.3 Attorney Identification**

Identify each attorney who is proposed to provide services to the Township during the term of the Contract and identify the attorney who will be the appointed Township Attorney.

Each attorney identified must possess the following minimum qualifications:

1. Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association.
2. Each attorney in the proposed team must be a member in good standing of the Michigan State Bar Association.

The appointed Township Attorney must have a minimum of ten years of experience in the field of municipal law with particular experience in land use and general municipal operations. Membership in the Public Corporation Law Section of the State Bar of Michigan and the Michigan Association of Municipal Attorneys is not required but will be considered.

In identifying each attorney, the applicant must provide the name, residence address, Bar number, date of graduation from an accredited Law School, name of the Law School, and date of admission to the Michigan Bar.

#### **4.4 Assigned Attorneys**

Provide a resume for the Township Attorney and each team member Attorney, detailing the experience and qualifications of each attorney. Including a summary of each attorney's body of work involving the scope of services identified in this RFP for the previous three years.

Identify all departments or divisions of your firm by specialty and whether the firm has attorney(s) who specialize in matters not within the scope of work identified above. Also identify any other additional resources available through your firm to meet special or unusual needs.

Accessibility and Responsiveness:

Identify the accessibility of the proposed designated Township Attorney, and the response time that the individual offers to the Township. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings. Identify how quickly the Township Attorney can arrive in person to attend an unscheduled, urgent meeting.

#### **4.5 Facilities**

Describe the office space available to provide Municipal services, including support staff, equipment, resource materials, and library and conference rooms, if any.

#### **4.6 Authorized Negotiations**

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the Township.

#### **4.7 References**

Provide permission for the Township to contact and interview personnel at any location

that the firm has provided Municipal services by contract or otherwise and include three professional references for the designated Township Attorney.

Provide permission for the Township to contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating the Proposal. The Township retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the Township may contact and utilize such information.

#### **4.8 Conflicts of Interest**

The firm should state its policy on conflicts of interest and how it proposes to handle situations where a conflict might occur. The firm should identify all situations in the past three years where the firm has had to recuse itself from participating in an issue with a municipal client due to a conflict of interest.

#### **4.9 Cost Proposal**

The information requested in this section is required to support the reasonableness of your quotation. The proposal submitted must be separated by duty, including any separate fee, as follows:

1. General Counsel
2. Bond Counsel
3. Prosecution Services

Should the firm have a fee for service not inclusive of the above three categories, or a separate fee for a subservice of the above three categories, it should be noted accordingly.

A proposed compensation package must be inclusive of all service costs. The proposal should provide fixed hourly rates in each of the categories identified above. The Township will select its finalist(s) by considering proposed compensation as a "best and final offer."

Though, the Township reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Township. Do not include the cost of any special litigation services as they will be contracted for on an as needed basis.

In addition to hourly rates for services described above, the proposal must also provide that supplies and other materials will be billed monthly in an itemized manner at actual cost.

#### **4.10 Additional Information**

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

#### **IV. EVALUATION CRITERIA**

##### **5.1 Evaluation Subcommittee**

The Personnel Committee of the Cascade Township Board will be responsible for evaluating the submitted proposals and submitting a recommendation of contract award to the full Township Board for consideration. Though there is no formal evaluation criteria, the Personnel Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Experience and qualifications of the Township Attorney and all team member attorneys identified.
5. Experience and results in performing the services desired by the Township.
6. Cost proposal that is advantageous to the Township.

##### **5.2 Subcommittee Recommendation**

The Personnel Committee will be responsible for making recommendations on the choice of a proposal to the full Cascade Township Board. The Cascade Township Board remains the sole body responsible for awarding a contract. The Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Personnel Subcommittee or the Cascade Township Board, they will receive a minimum of seven (7) days' notice.

**Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.**

## **Cascade Township Legal Services RFP Cost Comparison**

### **Varnum**

General Counsel - \$190 per hour  
Bond Counsel – Quote in advance of project  
Prosecution Services - \$190 per hour  
Real Estate - \$190 per hour  
Labor and Employment - \$190 per hour  
Paralegal - \$100 per hour  
Clerical Services – No Charge  
Postage – No Mark-Up  
Messenger Service – No charge (internal only)  
Copies – No Charge (Unless demand is inordinate)  
Travel – No Charge

### **Bloom Sluggett**

General Counsel - \$195 per hour  
Paralegal - \$85 per hour  
Copies - .15 for B&W; .25 color  
Computer based legal research – No Charge  
Telephone Calls – No Charge (for call, time charged at rate)  
File Review – No Charge  
Fax Transmission – No Charge  
Postage – No Mark-Up

### **Foster Swift**

General Counsel - \$190 per hour  
Bond Counsel – Quote in advance of project  
Prosecution - \$175 per hour  
Specialty Counsel - \$225 per hour  
Paralegal - \$135 - \$170 per hour  
Secretarial – No Charge

### **Clark Hill**

Partner/Member (General Counsel/Prosecution) - \$230-\$275  
Partner/Member (Bond Counsel) - \$295 - \$750  
Senior Attorney (General Counsel/Prosecution) - \$200  
Senior Attorney (Bond Counsel) - \$265 - \$655

Associates (General Council/Prosecution) - \$185  
Associates (Bond Counsel) - \$225 - \$370  
Paralegals (General Counsel) - \$130 - \$150  
Paralegals (Bond Counsel) - \$130 - \$235  
Copies, faxes, legal research, operating expenses – No Charge

### **Dickenson Wright**

General Counsel - \$210 per hour  
Prosecution Services - \$185 per hour  
Bond Counsel –

- \$1,000,000 or less – 1% (minimum \$15,000)
- \$1,000,000 - \$3,000,000 - \$15,000 + .5% in excess of \$1,000,000
- \$3,000,000+ - \$25,000 + .25% in excess of \$3,000,000

### **Mika Meyers**

General Counsel - \$210 per hour  
Prosecution Services - \$210 per hour  
Bond Counsel - \$245 per hour (typically quoted separately on a not-to-exceed basis)  
Associate Attorney Services - \$160- \$180 per hour  
Secretarial Services – No Charge  
Copies, postage, special delivery and filing – At Cost (No Mark-Up)

### **Miller Canfield (Bond Counsel Only)**

General Obligation Bonds

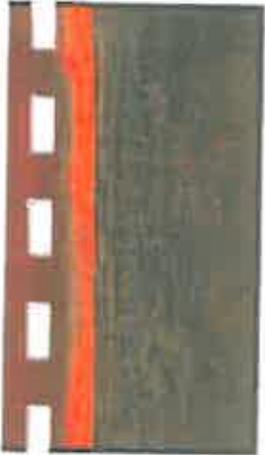
- Minimum \$7,500
- \$3.00 per \$1,000 of bonds up to \$5million
- \$1.50 per \$1,000 of bonds between \$5million and \$10million
- \$0.90 per \$1,000 of bonds over \$10million

Revenue Bonds

- Minimum \$7,500
- \$4.00 per \$1,000 of bonds up to \$5million
- \$2.00 per \$1,000 of bonds between \$5million and \$10million
- \$0.90 per \$1,000 of bonds over \$10million

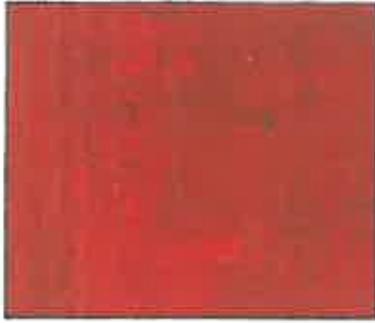
Installment Purchase Financing

- Minimum \$2,500
- \$1.25 per \$1,000 of bonds up to \$5million
- \$0.75 per \$1,000 of bonds between \$5million and \$10million
- \$0.45 per \$1,000 of bonds over \$10million



Proposal to Provide Legal Services to  
**Cascade Charter Township**

July 20, 2016



# Table of Contents

Introduction . . . . . 1

4.1 Business Organization . . . . . 2

4.2 Applicable Experience . . . . . 3-10

4.3 Attorney Identification . . . . .11-12

4.4 Assigned Attorneys. . . . .13-23

4.5 Facilities . . . . .24

4.6 Authorized Negotiations . . . . .25

4.7 References . . . . .26

4.8 Conflicts of Interest. . . . .27

4.9 Cost Proposal . . . . .28-29

4.10 Additional Information . . . . .30-32

Appendices

    Appendix A – Certificate of License to Operate in Michigan . . . . .33

    Appendix B – Contracts . . . . .34-35

    Appendix C – Service Descriptions . . . . .36-48



# Introduction

## About Varnum

- 165 attorneys
- Eight offices: Grand Rapids, Detroit, Novi, Kalamazoo, Grand Haven, Lansing, Ann Arbor and Hastings
- 128 years old
- All attorneys are members in good standing of the State Bar of Michigan

Thank you for the opportunity to respond to Cascade Charter Township's request for proposals for legal services. We hope to continue to provide general and prosecution legal services to the Township, and welcome the opportunity to grow our relationship by providing bond counsel and additional prosecution services.

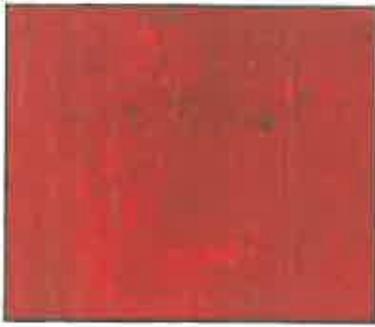
If you choose Varnum, Cascade Charter Township will continue to work with the attorneys of the former Law Weathers firm, and, in addition, will have access to the skills and experience of all members of Varnum's Municipal and Administrative Team, as well as attorneys specializing in Real Estate, Finance, Construction, Litigation, Labor and Employment, and Environmental Law.

Attributes that are particularly valuable to our clients, and distinctive from other law firms, include:

- Our familiarity with the officials and people of Cascade Charter Township, and our long history with their legal matters;
- Our knowledge of the unique aspects of law that affect municipalities;
- The reliability, speed and practicality of our advice;
- Our consistent ability to provide user-friendly advice and work product; and
- Our appreciation of the need to be cost-effective and avoid "overlawyering" matters.

We believe these characteristics reflect our genuine commitment to the success of our clients' missions.





## 4.1 Business Organization

### Varnum Office Locations

- Grand Rapids
- Grand Haven
- Kalamazoo
- Lansing
- Detroit
- Novi
- Hastings
- Ann Arbor

### Varnum LLP

#### Main Office

333 Bridge Street N. W.

P. O. Box 352

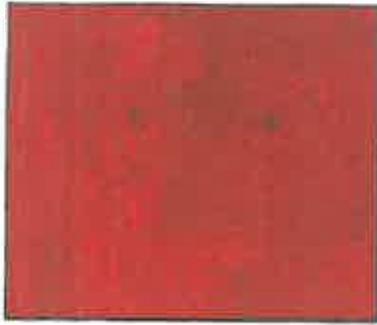
Grand Rapids, MI 49501-0352

Phone: 616-336-6000

[www.varnumlaw.com](http://www.varnumlaw.com)

Varnum is a limited liability partnership, incorporated in Michigan.

Please see Appendix A for the certificate of license to operate in Michigan.



## 4.2 Applicable Experience

The firm's lawyers participate in the following:

- Michigan Municipal League
- Michigan Association of Municipal Attorneys
- Michigan Township Association
- Michigan Association of School Boards
- Municipal Advisory Council of Michigan
- National Association of Bond Lawyers
- American Planning Association
- Public Corporation Law Section of the State Bar of Michigan

**Provide a narrative description of the firm, its operating principles, its divisions or departments and any matters that the firm specializes in.**

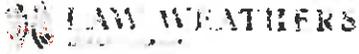
For more than 128 years, clients have trusted Varnum for excellence, innovation and superior results in the delivery of legal services. We are a full-service, Michigan-based provider of legal counsel with 165 lawyers practicing in eight offices: Grand Rapids, Grand Haven, Kalamazoo, Lansing, Detroit, Novi, Ann Arbor and Hastings.

The firm has a partnership structure, with an elected managing partner, executive partner and policy committee.



January 1, 2016

Law Weathers Attorneys



Join Varnum LLP



The following excerpt from our Value Statement describes our approach: "Expect us to be client oriented, service oriented, and results oriented. We are committed to being your partner, striving to achieve your goals. We are empowered to provide extraordinary client service. When a client has a concern or request, we will consider it a priority and own the issue through resolution."

We are distinguished by our dedication to knowing our clients and their industries, and have developed a strong core of expertise in areas that include:

- Municipal and administrative law
- Banking and finance
- Bond counsel
- Construction law and litigation
- Conventional and alternative energy
- Corporate
- Employee benefits
- Environmental
- Estate planning
- Intellectual property
- Labor and employment relations
- Litigation and trial services
- Real estate
- Startups and emerging companies
- Tax planning and litigation

Varnum clients represent a diverse range of business and legal interests: municipalities, governmental units, manufacturers, financial institutions, health care providers, professional groups, colleges and universities, school districts, charitable organizations and utilities.

Our multi-disciplinary, team approach maintains the personal relationship between lawyer and client, while ensuring clients also have access to the full resources of the firm. Client teams of attorneys, paralegals and other support staff ensure the best balance of service and personal attention in a cost-effective manner without sacrificing quality.

### **Municipal and Administrative Law**

For decades, Varnum's Municipal and Administrative Law group has represented and protected the interests and rights of municipalities. Our clients include counties, cities, villages, townships, authorities and district libraries. Officials and staff appreciate our deep knowledge of the legal and business challenges they face and our ability to provide practical, cost-effective advice.



We have represented hundreds of municipalities as general and special counsel, assisting clients with routine administrative and operational issues as well as complex aspects of municipal law. The scope of our work includes:

**Operational and Administrative Issues**

- Ordinance drafting and enforcement
- Interlocal agreements
- Contracts
- Regulatory compliance

**Land**

- Annexations/Act 425 agreements
- Zoning, planning and land use
- Eminent domain and condemnation
- Real estate, development and construction

**Finance**

- Revenue bond financing
- Capital improvement bonds
- Tax increment financing
- Special assessment financing
- Installment contract financing
- Act 198 tax abatements

**Water and Utilities**

- Clean water treatment plant operations
- Water and sewer issues, including rate setting
- Cable TV, WiFi, gas, electric and fiber optic franchises

**Other**

- Public sector litigation
- Appellate litigation
- Economic development
- Labor and employment
- Elections
- Property tax appeals
- Environmental issues and disputes

### **Bond Counsel**

Varnum has extensive experience in the public finance area, providing bond counsel to the State of Michigan, its departments and authorities, and many cities, counties, villages, townships, school districts and other public authorities. We also represent municipal clients on matters involving economic development incentives such as tax abatements, renaissance zones, brownfield redevelopment and other tax increment financing arrangements, and government grants and loans.

We have significant bond counsel experience with traditional governmental bonds, small issue private activity bonds and 501(c)(3) bonds. Since 1980 the firm has been listed in the Bond Buyers Municipal Marketplace (the "Red Book"). Several of the firm's attorneys are also members of the National Association of Bond Lawyers. Following is a partial list of representative projects:

- \$2.45 million Otsego District Public Library, Counties of Allegan and Kalamazoo, State of Michigan, 2016 Library Refunding Bonds (General Obligation – Unlimited Tax);
- \$8.67 million Lowell Area Schools, Counties of Kent and Ionia, State of Michigan, 2016 Refunding Bonds, Series B (General Obligation – Unlimited Tax);
- \$122.5 million Grand Rapids Public Schools, County of Kent, State of Michigan, School Building and Site and Refunding Bonds, Series 2016 (General Obligation – Unlimited Tax);
- \$9.54 million Harbor Springs Public Schools, County of Emmet, State of Michigan, 2016 Refunding Bonds (General Obligation – Unlimited Tax);
- \$5.44 million The Economic Development Corporation of the County of Ottawa, Limited Obligation Revenue Bonds, Series 2015 (North Ottawa Community Hospital Project);
- \$3.36 million City of Grandville, County of Kent, State of Michigan, General Obligation – Limited Tax Refunding Bonds, Series 2015;
- \$3.63 million City of Walker, County of Kent, State of Michigan, General Obligation Limited Tax Refunding Bonds, Series 2015;
- \$16.5 million Tax Increment Finance Authority of the City of Westland, County of Wayne, State of Michigan, Tax Increment Bonds, Series 2013 (General Obligation – Limited Tax);
- \$4.82 million Grand Rapids Community College, State of Michigan, 2013 Community College Refunding Bonds (General Obligation – Limited Tax); and
- \$26.64 million Grand Rapids Community College, State of Michigan, 2012 Community College Bonds (General Obligation – Limited Tax).

**Provide a general history of the firm, specifically identifying any services provided to Cascade Charter Township in the past.**

Varnum traces its roots to 1888, approximately forty years after Cascade Charter Township was separately organized from Ada Township. From humble beginnings as the two-man firm of Montgomery & Bundy, Varnum is currently one of Michigan's largest and most respected full service law firms, with 165 attorneys and 168 staff members serving clients from eight offices across the state.

Advising governmental units is a traditional core strength of Varnum – many of these organizations have been clients for twenty years or more – and we have extensive experience with the issues they, and you, face. Our Municipal and Administrative Law Practice represents cities, townships, counties, public commissions, publicly-owned treatment works, municipal electric utilities, school districts, colleges and hospitals. Historically, we have served more than 160 government and municipal clients in Michigan with a variety of legal services, including benefits plans and labor and employment counsel, negotiating and establishing contracts, zoning and land use, eminent domain, environmental assessments, documentation of compliance activities, bond counsel, procurement systems and contracting, and Inter-governmental contracts.

In January 2016, the attorneys and staff of Law Weathers joined Varnum LLP. Culturally similar, both firms have a history of maintaining long-term client relationships and providing excellent service and responsiveness.

John M. Huff has enjoyed a long and successful relationship with Cascade Charter Township since the early 1980s. Together with Dave Caldon, Kevin Krauss, Bob Buchanan, Stacey George and Terry Tobias, he has provided counsel to the Township on a wide variety of matters. The team has dedicated themselves to becoming trusted advisors. Over the years they have developed an excellent understanding of the Township and the unique needs and claims that arise from its daily work, including:

- Extensive work on the re-electrification and lease of the Cascade Dam
- Cable television agreements and regulations
- Cellular tower leases and regulations
- Land division regulations
- Numerous zoning reviews
- Water and sewer agreement with Grand Rapids
- Attention to various personnel issues
- Tax tribunal briefs and hearings
- Litigation (Adams Outdoor, Velting, Jack Harkness, Cotter)
- Ordinance drafting and contract review



Another benefit of this long relationship is the institutional memory the attorneys possess. Continuity with each new manager has ultimately benefitted the Township. Whether there is a question that requires historical knowledge, or a need for an older file, this long relationship, and proximity, allow John and the team to provide an exceptional level of service.

**Provide the name and address and contact information for the primary point of contact for any municipal clients in the state of Michigan.**

We serve more than 100 municipal clients. Following is a representative sample:

City of Hastings  
Jeff Mansfield  
City Manager  
201 East State Street  
Hastings MI 49508  
269/945-2468  
jmansfield@hastingsmi.org

**Scope of Work:**

- General municipal law
- Zoning and planning
- Ordinance drafting and enforcement
- Property maintenance code enforcement
- Economic development projects
- Property tax appeals
- Annexation/Act 425 agreements
- Real estate
- Appellate litigation
- Personnel
- Employee relations
- Union/labor negotiations
- General civil litigation not covered by insurance
- Contracts
- Elections
- Tax Increment financing
- Special assessments
- General finance

Three year billing total: \$185,408

Three year total, hours worked: 1,020

Contract: None



**City of East Grand Rapids**  
**Brian D. Donovan**  
City Manager  
750 Lakeside Drive SE  
East Grand Rapids MI 49506  
616/949-2110  
bdonovan@eastgr.org

**Scope of Work:**

- General municipal law
- Zoning and planning
- Ordinance drafting and enforcement
- Property maintenance code enforcement
- Economic development projects
- Property tax appeals
- Annexation/Act 425 agreements
- Real estate
- Appellate litigation
- Personnel
- Employee relations
- Union/labor negotiations
- General civil litigation not covered by insurance
- Contracts
- Elections
- Tax increment financing
- Special assessments
- General finance

**Three year billing total: \$674,245**

**Three year total, hours worked: 3,200**

**Contract: See Appendix B**



**City of Belding**  
**Bruce Brown**  
Interim City Manager  
120 South Pleasant Street  
Belding MI 48809  
616/794-1900  
bbrown@ci.belding.mi.us

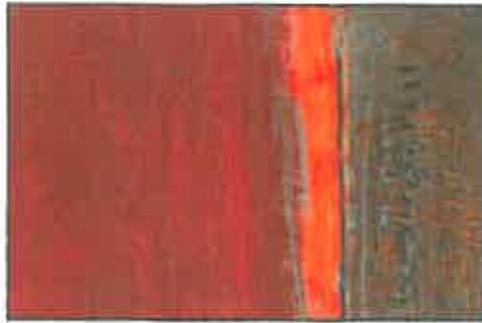
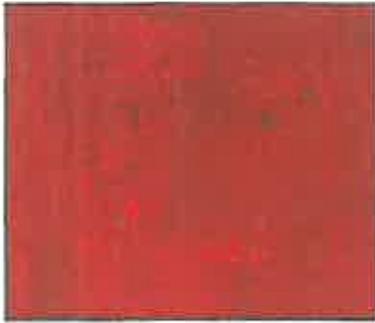
**Scope of Work:**

- General municipal law
- Zoning and planning
- Ordinance drafting and enforcement
- Code enforcement
- Economic development projects
- Real estate
- Labor relations
- Employee benefits
- Bond counsel
- Sewer and water
- Electric
- Cable
- Brownfield redevelopment

Three-year billing: \$133,942

Hours worked: 468

Contract: None



## 4.3 Attorney Identification



Adam J. Brody

**Adam J. Brody**

Residence address: 3234 Creek Ridge Drive, Hudsonville MI 49426

Bar number: P62035

Law School: Washington and Lee University School of Law

Date of Graduation: 2000

Date of Admission to Michigan Bar: 11/30/2000



Robert A. Buchanan

**Robert A. Buchanan**

Residence address: 7900 Sudbury Lane SE, Ada MI 49301

Bar number: P25508

Law School: Vanderbilt University

Date of Graduation: 1975

Date of Admission to Michigan Bar: 10/22/1975



Dave T. Caldon

**Dave T. Caldon**

Residence address: 2493 Pettis Avenue NE, Ada MI 49301

Bar number: P62828

Law School: Pepperdine University School of Law

Date of Graduation: 1999

Date of Admission to Michigan Bar: 08/24/2001



Stacey A. George

**Stacey A. George**

Residence address: 4040 McCabe NE, Ada MI 49301

Bar number: P66955

Law School: Western Michigan University Thomas M. Cooley Law School

Date of Graduation: 2004

Date of Admission to Michigan Bar: 06/01/2004



John M. Huff

**John M. Huff**

Residence address: 2310 Anderson Dr SE, Grand Rapids MI 49506

Bar number: P29062

Law School: Northwestern University School of Law

Date of Graduation: 1978

Date of Admission to Michigan Bar: 11/06/1978



**Kevin B. Krauss**

**Kevin B. Krauss**

Residence address: 6485 Tammarron Court SE, Grand Rapids MI 49546

Bar number: P30538

Law School: Stetson University College of Law

Date of Graduation: 1979

Date of Admission to Michigan Bar: 11/14/1979



**Deborah Ondersma**

**Deborah Ondersma**

Residence address: 7755 Woodviolet Ct SE Ada MI 49301

Bar number: P55907

Law School: University of Michigan Law School

Date of Graduation: 1996

Date of Admission to Michigan Bar: 12/04/1996



**Mary Kay Shaver**

**Mary Kay Shaver**

Residence address: 5399 Canyon River Dr NE, Ada MI 49301

Bar number: P60411

Law School: Wayne State University Law School

Date of Graduation: 1999

Date of Admission to Michigan Bar: 12/03/1999



**Terry E. Tobias**

**Terry E. Tobias**

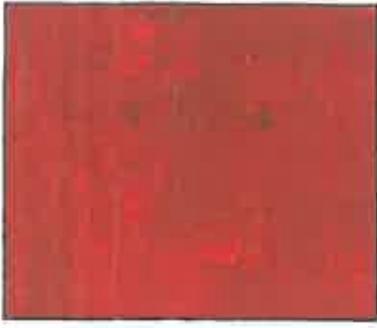
Residence address: 4734 Bluegrass SE, Kentwood MI 49546

Bar number: P44742

Law School: Western Michigan University Thomas M. Cooley Law School

Date of Graduation: 1991

Date of Admission to Michigan Bar: 05/10/1991



## 4.4 Assigned Attorneys



# Adam J. Brody

## Experience

Adam is a partner and member of the firm's Litigation Practice Team concentrating on complex civil litigation in both state and federal courts. He has extensive first-chair experience, including trial, appellate, and alternative dispute resolution work. While Adam has experience in a broad range of matters, including intellectual property litigation, the defense of wrongful death claims, property tax litigation, and cases involving covenants not to compete, his work is primarily focused on commercial contract disputes, including cases involving automotive and other manufacturers.

**Partner**  
Grand Rapids, Michigan  
**Direct Dial**  
616/336-6461  
**Fax**  
616/336-7000  
**Email**  
ajbrody@varnumlaw.com

## Practice Area

- Litigation
- Michigan Property Tax Services and Appeals

## Education

- Washington and Lee University School of Law  
Lexington, Virginia  
J.D., 2000
- Grand Valley State University  
Allendale, Michigan  
B.S., 1996

## Professional Affiliations

- State Bar of Michigan
- Grand Rapids Bar Association

## Honors

- Listed in *Michigan Super Lawyers*, Business Litigation, since 2013

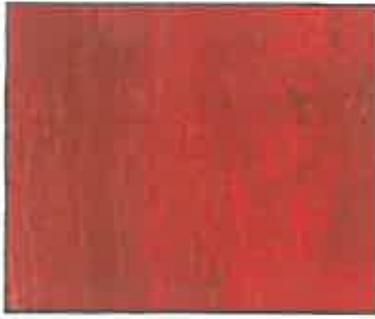
## Community Affiliations

- Hidden Lake Estates Homeowners Association, President, 2011 – 2013
- Arthritis Foundation Michigan Board of Trustees
- West Michigan Arthritis Foundation Advisory Board, Member, 2011 – present, Chair, 2014
- Bethany Open Planning Committee, 2011, 2012
- Georgetown Little League Volunteer Coach, 2007 – 2012

## Admitted to Practice

- All Michigan State Courts
- U.S. District Court for the Western District of Michigan
- U.S. District Court for the Eastern District of Michigan
- U.S. Court of Appeals for the Sixth Circuit
- U.S. District Court for the District of Colorado
- U.S. District Court for the Southern District of Indiana
- U.S. Court of Appeals for the Ninth Circuit
- U.S. Court of Appeals for the Federal Circuit





# Robert A. Buchanan

## Experience

Bob focuses his practice on public sector, litigation, and real estate matters. Within his public sector practice, he provides litigation services to cities, villages, townships, counties, and public authorities in the areas of land use, right-of-way acquisition, contract disputes, and eminent domain. Bob has significant experience in street vacations and plat amendments under the Land Division Act for public and private developments.

Bob has a unique focus advising both general aviation and commercial service airports throughout Michigan and northern Indiana on regulatory matters, operations, leases and agreements, and real estate acquisition. He has proudly represented Gerald R. Ford International Airport since 1993, as well as Capital Region International Airport and Kalamazoo/Battle Creek International Airport.

**Counsel**  
Grand Rapids, Michigan  
**Direct Dial**  
616/336-6231  
**Cell**  
616/450-6291  
**Fax**  
616/336-7000  
**Email**  
rabuchanan@varnumlaw.com

## Practice Area

- Litigation Services
- Public Sector/Municipal
- Real Estate, Development and Construction

## Education

- Vanderbilt University  
Nashville, Tennessee  
J.D., 1975
- Denison University  
Granville, Ohio  
B.A., 1972

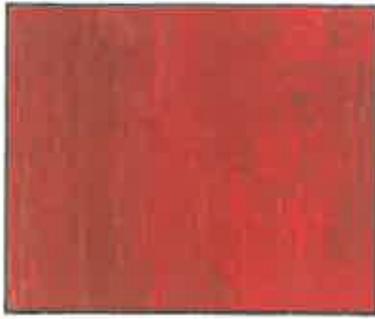
## Professional Affiliations

- State Bar of Michigan: Aviation Law, Public Corporation Law, Real Property Law sections
- Grand Rapids Bar Association
- Grand Rapids Bar Foundation, Life Member
- American Association of Airport Executives
- International Right-of-Way Association

## Recognitions

- Martindale-Hubbell Rating: AV<sup>+</sup>  
Preeminent<sup>SM</sup> Peer Review Rated
- Listed in *Michigan Super Lawyers*, Real Estate and Aviation Law
- Listed in *The Best Lawyers in America*<sup>®</sup>, Municipal Law 2014, 2016
- Listed in *Leading Lawyers in America* in Aviation Law; Land Use, Zoning and Condemnation Law; and Real Estate Law: Commercial





# Stacey A. George

## Experience

Born and raised in West Michigan to successful business owners in the construction industry, Stacey George possesses a unique set of communication, comprehensive analysis, and detailed drafting skills that, when coupled with her upbringing and empathy for clients, ideally suited her for a successful real estate law and estate planning practice. She uses her personal experience to successfully manage numerous matters for a variety of clients in those practice areas.

Stacey represents business owners with commercial real estate holdings; residential real estate developers, buyers, and sellers; builders; condominium associations; and landlords and tenants. In addition, she offers counsel on an array of real estate transactions, including condominium assessment collection; condominium document drafting and review; construction contract drafting, review, and disputes; easement and boundary line matters; sales and development agreements; and foreclosures and short sales. Stacey enjoys counseling clients on their real estate holdings and how such holdings should be managed, transferred, divided, or disposed of. Such counseling oftentimes dovetails with the other half of Stacey's practice, estate planning.

As a wife and mother of three, Stacey knows the importance of individual estate plans. Her practice includes drafting wills, trusts, and other estate planning documents, which are tailored to the needs and wishes of her clients. Stacey counsels on matters involving retirement, blended families, and providing for minor or disabled children.

Attorney  
Grand Rapids, Michigan  
Direct Dial  
616/336-6237  
Fax  
616/336-7000  
Email  
sageorge@varnumlaw.com

### Practice Areas

- Estate Planning
- Real Estate, Development and Construction

### Education

- Western Michigan University Thomas M. Cooley Law School  
Grand Rapids, Michigan  
J.D., *cum laude*, 2004
- Alma College  
Alma, Michigan  
B.A., 1999

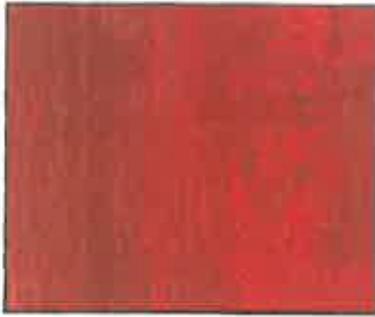
### Professional Affiliations

- State Bar of Michigan: Real Property Law, Probate and Estate sections
- Grand Rapids Bar Association: Real Property and Probate sections
- Inforum

### Community Involvement

- Cub Scout Pack 3106, Charter Organization Representative
- St. Patrick Church, Endowment Committee





# John M. Huff

**Partner**  
 Grand Rapids, Michigan  
**Direct Dial**  
 616/336-6239  
**Fax**  
 616/336-7000  
**Email**  
 jmhuff@varnumlaw.com

## Experience

John focuses his practice on personal legal services and public sector matters. Much of John's day-to-day practice involves representing individuals with a high net worth and complex estates. He seeks solutions for client and family interests with regard to various business and personal assets, second marriage issues, and blended families. He has experience in prenuptial agreements and trusts such as credit trusts, marital trusts, qualified personal residence trusts, irrevocable trusts, charitable trusts, and other wealth transfer vehicles.

John also helps clients navigate estate tax law changes, gift taxation, trust administration, and probate issues. He has experience in follow-up administration for tax appeals, audits, estate negotiations among siblings involved in a family business and those not involved, and provisions for disabled children.

Serving both as city attorney for East Grand Rapids and township attorney for Cascade Charter Township for more than 25 years, John also has extensive experience navigating the public/private interests that play out in municipal decision-making and initiatives to improve resident quality of life.

## Practice Areas

- Estate Administration
- Estate Planning
- Family and Closely-Held Businesses
- Family Law
- Public Sector/Municipal

## Education

- Northwestern University School of Law  
Chicago, Illinois  
J.D., 1978
- Albion College  
Albion, Michigan  
B.A., *summa cum laude*, 1975

## Community Involvement

- Albion College, Planned Giving Advisory Council
- East Grand Rapids Community Action Council

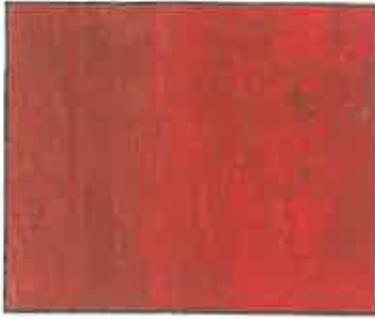
## Professional Affiliations

- West Michigan Estate Planning Council
- National Association of Estate Planners and Councils (NAEPC), Accredited Estate Planner
- American Bar Association: State and Local Government Law; Real Property, Probate and Trust Law sections
- State Bar of Michigan: Probate and Estate Planning; Real Property sections
- Grand Rapids Bar Association

## Recognitions

- Martindale-Hubbell Rating: AV<sup>®</sup> Preeminent<sup>™</sup>
- Listed in *Michigan Super Lawyers* since 2006
- Listed in *The Best Lawyers in America*<sup>®</sup> since 2007





# Kevin B. Krauss

**Counsel**  
 Grand Rapids, Michigan  
**Direct Dial**  
 616/336-6241  
**Fax**  
 616/336-7000  
**Email**  
 kbkrauss@varnumlaw.com

## Experience

Kevin is a member of the Labor and Employment Practice Team. He is experienced in all aspects of labor and employment law and is also a certified mediator and arbitrator with the American Arbitration Association. He counsels clients in day-to-day personnel issues, including employment policies, discrimination laws, wage and hour issues, health and safety, personnel administration, employee handbooks, employee benefits, traditional labor law, and employment litigation. His employment practice also includes the negotiation and drafting of employment contracts, and non-competition and confidentiality agreements.

Kevin assists employers in the implementation and application of reductions-in-force, plant shutdowns, or restructuring plans. He has litigated, arbitrated, and mediated numerous cases on behalf of both employers and employees in state and federal courts involving discrimination and other employment-related issues. He has practiced before the NLRB, USDOL, EEOC, OFCCP, OSHA, MERC, MDOL, MDCR, MIOSHA, MESG (UIA), and STC.

## Practice Areas

- Alternate Dispute Resolution
- Labor and Employment Relations

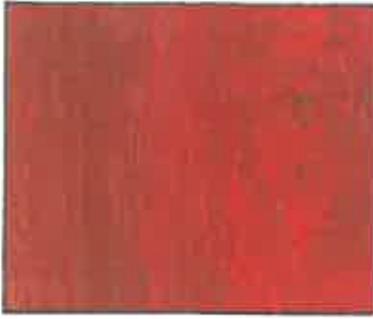
## Education

- Stetson University College of Law  
 Gulfport, Florida  
 J.D., *cum laude*, 1979  
*Stetson Law Review*, Member
- University of Michigan  
 Ann Arbor, Michigan  
 B.G.S., with distinction, 1976

## Professional Affiliations

- American Bar Association: Labor and Employment Law and Alternative Dispute Resolution sections
- State Bar of Michigan
- Grand Rapids Bar Association: Labor and Employment Law Section
- American Arbitration Association: Certified Mediator and Arbitrator





# Deborah Ondersma

## Experience

Deborah has extensive experience handling state property tax appeals. She represents both Petitioners and Respondents in matters involving assessed values, taxable values, exemptions, abatements and tax increment financing. Deborah's clients range from Fortune 500 companies to individual taxpayers, and large municipalities to small townships. She has successfully litigated cases in the State Tax Commission, the Tax Tribunal, the Court of Claims and the Court of Appeals.

## Practice Area

- State Tax Appeals
- Commercial/Business Contract Disputes
- Construction Litigation

## Education

- University of Michigan Law School  
Ann Arbor, Michigan  
J.D., *cum laude*, 1996
- Calvin College  
Grand Rapids, Michigan  
B.A., English, 1993

## Professional Affiliations

- American Inns of Court, West Michigan Chapter
- State Bar of Michigan
- Grand Rapids Bar Association

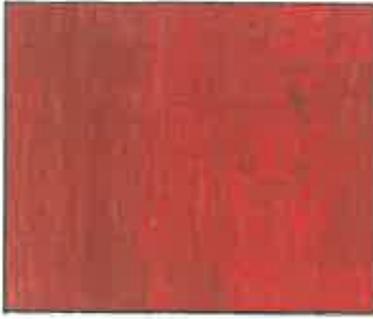
**Counsel**  
Grand Rapids, Michigan

**Direct Dial**  
616/336-6561

**Cell**  
616/822-4135

**Fax**  
616/336-7000

**Email**  
diondersma@varnumlaw.com



# Mary Kay Shaver

## Experience

**Partner**  
Grand Rapids, Michigan

**Direct Dial**  
616/336-6755

**Fax**  
616/336-7000

**Email**  
mkshaver@varnumlaw.com

Mary Kay has a diverse practice focusing on public finance, corporate finance and creditors' rights issues. In the area of municipal finance, she advises clients on tax-exempt financing issues, establishing special taxing districts, election procedures and "blue sky" law issues, and acts as bond counsel, underwriter's counsel, bank's counsel and issuer's counsel in various tax-exempt and taxable bond transactions. These financings include general obligation (limited and unlimited tax) bonds, revenue bonds, capital improvement bonds, special assessment bonds, tax increment financing bonds, refunding bonds, and installment purchase agreements, tax anticipation notes and state aid anticipation notes. Mary Kay represents all types of entities, including cities, townships, villages, district libraries, downtown development authorities, public schools, charter schools, community colleges and hospitals.

Mary Kay's corporate finance practice includes advising clients on working capital loans, asset-based lending loans, equipment lease transactions and Article 9 Issues. This practice involves single lender transactions, syndicated transactions, and transactions for diverse industries, such as the trucking, food packaging and automotive industries. Mary Kay also acts as local counsel for transactions needing opinions relating to Michigan perfection issues.

## Practice Areas

- Bankruptcy Services
- Public Finance
- Creditors' Rights

## Education

- Wayne State University Law School  
Detroit, Michigan  
J.D., *cum laude*, 1999  
*Law Review*, Assistant Editor  
Order of the Coif
- Grand Valley State University  
Allendale, Michigan  
B.S., Hospitality & Tourism Management,  
*magna cum laude*, 1996

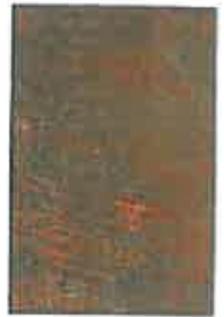
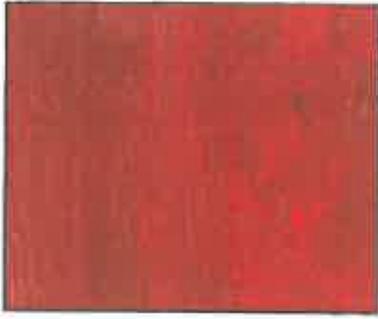
## Professional Affiliations

- National Association of Bond Lawyers
- Michigan Council of School Attorneys
- State Bar of Michigan
- Grand Rapids Bar Association
- Michigan Association of Public School Academies

## Community Involvement

- Michigan Women in Finance, President, 2009 - present
- Habitat for Humanity, Volunteer
- Inforum of West Michigan, Regional Board Member, 2009-2012





# Terry E. Tobias

## Experience

Terry focuses his practice in the areas of public sector law, litigation, and criminal defense work. Prior to practicing law, Terry was a police officer for 21 years, serving as Police Chief for the Kentwood Police Department and Deputy Police Chief for the Battle Creek Police Department.

**Counsel**  
Grand Rapids, Michigan  
**Direct Dial**  
616/336-6245  
**Fax**  
616/336-7000  
**Email**  
tetobias@varnumlaw.com

## Practice Area

- Litigation and Trial Services
- Public Sector/Municipal

## Education

- Western Michigan University Thomas M. Cooley Law School  
Grand Rapids, Michigan  
J.D., 1991
- Western Michigan University  
Kalamazoo, Michigan  
B.S., 1987

## Professional Affiliations

- State Bar of Michigan: Criminal Law, Labor Law sections
- Grand Rapids Bar Association

## Community Involvement

- Michigan Police Chiefs Association
- Kent County Conservation League, Board of Directors

## Specialty Areas

Varnum attorneys practice in the following areas:

### Within municipal:

- Environmental disputes;
- Labor matters;
- Bond counsel services;
- Zoning and planning;
- Ordinance drafting and enforcement;
- Water and sewer issues;
- Cable TV, WiFi, gas, electric and fiber optic franchises;
- Interlocal agreements for the provision of fire protection, water and sewer services and other municipal services;
- Property tax appeals;
- Eminent domain;
- Boundary adjustments through annexations, Act 425 agreements or other means;
- Licensing and closure of solid waste landfills;
- Public finance;
- Sale and licensing of hydroelectric facilities;
- Recalls, referendum, initiative and local elections;
- Redevelopment; and
- Litigation.

### Outside municipal:

- Agriculture and farm law;
- Alternate dispute resolution;
- Antitrust and trade regulations;
- Appellate;
- Computer and eBusiness;
- Creditors' rights;
- Family law;
- Financial services;
- Food regulation;
- Health care;
- Hospitality and beverage control;

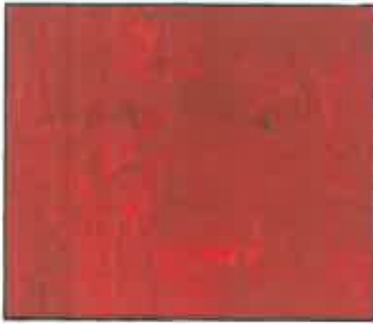


- Immigration;
- Insurance;
- International busine;
- Riparian rights;
- Securities;
- Startups and emerging companies;
- Telecommunications;
- Unmanned aircraft systems; and
- White collar defense and government investigations.

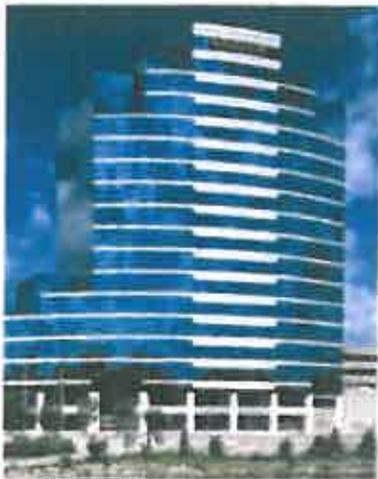
### **Accessibility and Responsiveness**

John M. Huff has the capacity to respond to any emergency request within one hour, and to all other requests within twenty-four hours. The lead time required for attending scheduled or ad-hoc meetings is 3-4 days, and 2-3 hours for an unscheduled, urgent meeting. If John is unable to attend an emergency meeting, another client team member familiar with the Township will take his place.

We are comfortable using all technologies that facilitate communication with our clients: email, phone, text, phone, video conference or in-person meetings. Varnum attorneys routinely provide their clients with their mobile numbers so clients can get in touch 24/7.



## 4.5 Facilities



Varnum's main office, located in downtown Grand Rapids, occupies 86,397 square feet on five floors of the Bridgewater building. There are 16 conference rooms available for client meetings. Attorneys are supported by 128 staff members at this location, including legal secretaries, paralegals, library staff, accounting, marketing, human resources, and technology professionals.

### Systems

Varnum deploys a site-to-site Wide Area Network (WAN) topology, connected by a high performance Multiprotocol Label Switching (MPLS) telecommunications network. Our hardware infrastructure includes Cisco routers and Hewlett Packard switches to maximize data traffic flow and minimize application latency. Server consolidation is achieved where possible with the VMWare Data Center suite of products and data consolidation with an EMC Storage Area Network. Backup and recovery solutions are implemented using tools provided by the operating system or specialized solutions as required. Secure, remote system access is available to increase attorney productivity. Hardware selection for desktop computing includes the required CPU, memory, disk resources, display resources, and input devices required by our catalog of application services. All systems are monitored by both internal and third party partners to ensure our service level objectives are met. Our systems allow the attorneys to leverage technology to provide the best in class legal services to our clients. Each attorney has an email address, the ability to send and receive email 24/7 from any of our offices and from other locations using secure laptop computers and smartphones, and the ability to save email in our document management system.

### Resources

Varnum subscribes to over 25 online resources for access to general legal research, Michigan-specific research, 50-state research and practice-specific legal research from major legal information service providers. These include state and federal case law, statutes and regulations, current awareness, public records, secondary source materials, drafting tools, law journals (over 2,000 journals from one provider and over 5,000 from another). We also continue to maintain subscriptions to many periodicals, office copies and print sets of practice-specific treatises for publications for which we do not have online access.

In addition, our library resources include an Information Research Specialist who manages all of our vendor contracts and agreements, provides training in online resources, and assists our attorneys and staff with locating and utilizing cost-effective resources for research.





## 4.6 Authorized Negotiations

John M. Huff is authorized to negotiate the proposed contract on behalf of Varnum. He can be reached at 616/336-6239 or [jmhuff@varnumlaw.com](mailto:jmhuff@varnumlaw.com).



## 4.7 References (3)

The Township may contact any of these companies or individuals to obtain information regarding Varnum LLP.



**Ada Township**  
**George Haga**  
Supervisor  
7330 Thornapple River Drive  
Ada MI 49301  
616/676-9191  
ghaga@ada.mi.us



**City of Grandville**  
**Kenneth Krombeen**  
City Manager  
3195 Wilson Avenue SW  
Grandville MI 49418  
616/531-3030  
krombeenk@cityofgrandville.com



**Kent County**  
**Thomas Dempsey**  
Kent County Civil Counsel  
300 Monroe Avenue NW  
Grand Rapids MI 49503  
616/632-7573  
tom.dempsey@kentcountymi.gov



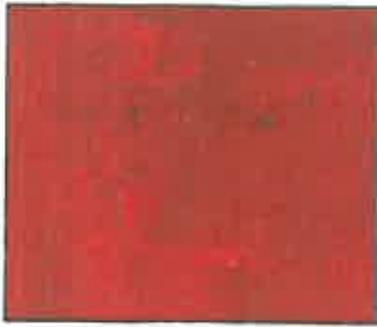


## 4.8 Conflicts of Interest

Whether a potential conflict of interest may exist is dependent on the facts and circumstances presented by a specific matter. Varnum complies with the Michigan Rules of Professional Conduct in:

- Evaluating whether a potential conflict exists;
- Determining whether a waiver of a potential conflict may be requested; and
- Protecting the privileged or confidential information of clients and prospective clients in addressing potential conflict of interest situations.

In the event of a conflict, Varnum would assist in referring the matter to another firm.



## 4.9 Cost Proposal

### Value-Added Services

As a valued client of the firm, you will have access to the following services free-of-charge:

- Written client advisories covering changes and trends in the law that may positively or negatively impact your operation.
- Invitation to Varnum's annual labor and employment seminars, focusing on topics designed to increase knowledge and help minimize risk in the workplace. Continuing legal education and Society for Human Resource Management credits are available for many of the courses.

We are committed to providing high quality legal work and superior responsiveness, while maintaining cost effective processes. We encourage discussion with our clients about legal fees and billing arrangements, and would expect to have candid discussions regarding fees and billing arrangements with Cascade Charter Township throughout our relationship. Client satisfaction is extremely important to us, and our internal processes and client communications are geared to prevent surprises. We also incorporate judicious use of associate attorneys and paralegals to keep costs in check.

### General Counsel

Experience suggests the majority of legal work required by Cascade Charter Township will be in the areas of general counsel, zoning ordinance and ordinance enforcement work. We propose that we continue to provide these services at the discounted hourly rate of \$190.

### Bond counsel

We typically provide a fixed fee quote in advance for each project.

### Prosecution Services

We propose that we continue to provide these services at the discounted hourly rate of \$190.

Based on experience, the Township's legal need in this area is primarily zoning-related and property maintenance enforcement, which is more an extension of general work. Cities have much more prosecution work because they have their own police force enforcing local traffic laws and miscellaneous offences.

### Real Estate

We propose that we continue to provide these services at the discounted hourly rate of \$190.

### Labor and Employment Services

We propose that we continue to provide these services at the discounted hourly rate of \$190.



### **Fee Calculation**

We keep records of the time we devote to your work; minimum charges are billed at one-tenth of an hour.

### **Billing Detail**

Itemized invoices are issued each month. Invoices include a description of the services rendered on a daily basis, the individual(s) who performed the services, the amount of time devoted to the task(s) and the fees for the services performed that day. Any chargeable expenses incurred during the month will be itemized on the invoice, indicating the nature of the expense, the date incurred and the amount. Expenses incurred will not be invoiced to the client until they are actually paid by Varnum.

Additional charges, such as for administrative services, messengers, copies and research, are as follows:

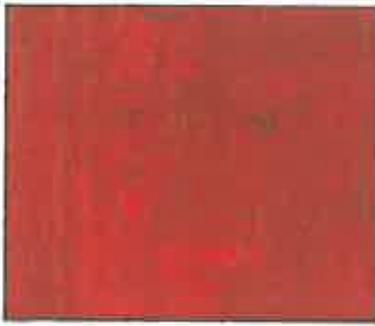
- No additional charge for clerical services;
- No mark-up on postage;
- No charge for our own team of messengers in each office. We anticipate that most if not all messenger service on behalf of Cascade Charter Township will be performed by our in-house team at no charge. In the event an external messenger service must be utilized, payment for same will be mutually agreed upon;
- No charge for copies unless there is an inordinate demand; and
- No charge for travel to the client's location from any of our offices. Other travel requested by the client will be charged in accordance with the client's policy.

### **Alternative Fees**

A majority of our clients desire the control that a standard hourly billing arrangement gives them. However, at times alternative approaches may be beneficial to the client. Some examples of alternative arrangements made in the past include:

- Project-based fee or blended rate for project work
- Flat fee for recurring, predictable work
- Financing transactions on a percentage or flat fee basis
- Volume discount on total annual billings



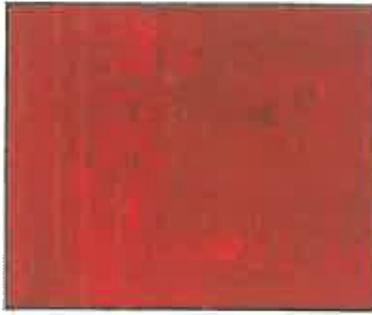


## 4.10 Additional Information

A unique element of Varnum's practice is the MiSpringboard program, a statewide, five-year program offering \$1 million in free legal services to Michigan entrepreneurs. Now in its fifth year, the program has helped over 200 clients move their startup businesses forward. MiSpringboard clients have won statewide funding competitions and have been recognized with the Michigan Celebrates 50 Small Businesses Award. Varnum continues to expand its network of referral partners which include economic development agencies, incubators, angel investors, private fund portfolio managers, and other organizations focused on helping entrepreneurs. Varnum recently announced a five-year renewal of this award winning program, including another \$1 million in free legal services.

Please see Appendix C for pertinent service descriptions for:

- Municipal and administrative
- Bond counsel
- Labor and employment
- Real estate
- Construction
- Trial



# Why Varnum

You will find other law firms that offer a wide range of services. And you will find other firms with capable attorneys. Less common are those who will make the investments in you that will help them become your trusted advisor.

## Experience

A full-service provider of legal counsel, Varnum has 165 lawyers practicing in eight offices. Our clients range from international corporations to regional companies, both publicly-traded and privately-held. Our non-profit clients are equally diverse.

Varnum attorneys have distinguished themselves in public service as leaders of national, state and civic agencies and in leading positions in numerous bar associations.

- Over a third of Varnum attorneys are listed in *The Best Lawyers in America*<sup>®</sup>, a national peer-review survey (2016).
- *U.S. News and World Report – Best Lawyers*<sup>®</sup> “Best Law Firms” 2015 survey gave Varnum Metropolitan 1st Tier rankings in 55 practice areas.
- Varnum was named a 2015 “Top Ranked Firm” based on our large percentage of attorneys with an AV<sup>®</sup> Preeminent™ rating – the highest possible.
- *Chambers USA*, which rates America’s leading lawyers and law firms, has recognized Varnum as a leading law firm for years.
- Varnum is recognized as a “2015 Go-To Law Firm for the Top 500 Companies” by Integrated media company ALM, based on “delivery of exceptional work for the Fortune 500.”

counsel, found Varnum to be one of the top-ranked law firms in the country and the highest-ranked Michigan-based firm for exceptional client satisfaction in an independent, nationwide survey conducted a few years ago.\* In 2012, BTI named Varnum to its Client Service A-Team,\*\* which recognizes “unparalleled delivery of client service excellence.” Only 306 law firms – including the nation’s largest – were recognized in this report.

## Varnum’s Approach to Service

Our firm is built upon a foundation of excellent client service. We invest our time in getting to know you at the beginning of a relationship because we understand how important that is to providing advice you can trust. Varnum’s multi-disciplinary, team approach maintains the personal relationship between lawyer and client, while ensuring that clients also have access to the full resources of the firm. Client teams of attorneys, associates and paralegals ensure the best balance of service and personal attention in a cost-effective manner without sacrificing quality.

## Value

In performing a variety of legal services on a national scale, we have found that we can deliver very high levels of effectiveness and value because we invest in clients. Your Varnum lawyers regularly meet and communicate as a team to make sure all team members are fully informed of your matters. This is done at no cost to you.

## Independent Research

BTI Consulting, a leading provider of strategic marketing research to law firms and general



## Why Varnum

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### What Do Our Clients Say About Us?

We work very hard to provide a high level of legal skill while keeping a relentless focus on customer service. How do we know we've accomplished this? Because our clients tell us.\*

*"I can't imagine doing some of the deals we have done without having (Varnum) sitting next to me."*

Herman Miller Corporation

*"An excellent, top-notch, full-service law firm with reasonable rates."*

Kawasaki Motors Corp., USA

*"At Kellogg, we work with Varnum because they provide us with quality legal services in ways that align with our cost requirements."*

Kellogg Company

*"A very complete, high quality, responsive legal service organization."*

FHI, Inc.

*"Excellent firm — attorneys in the firm that can handle all aspects of the practice. You can build a bond with the attorneys — this is most important."*

City of Grandville

*"Responsive; informative; professional; reputable; conscientious, and thorough."*

Pokagon Band of Potawatomi Indians

*"The best I've ever worked with!"*

Spartan Asphalt Paving Company  
Division of Thompson McCully

*"We have successfully negotiated several sizable carbon deals using this contract as the basis and it has served us very well. We have had a couple other attorneys attempt to tear into it, only to find it actually was well constructed, and all we had to negotiate were the actual rates and percentages, not the terms of the contract."*

Viability

*"I just read the decision over carefully and I can't tell you how grateful I am to all of you for this result. I can't imagine how we could have done a more effective job with both the facts and the law here. Thank you so much."*

Boar's Head Provisions



DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU  
CORPORATIONS DIVISION

APPLICATION TO RENEW REGISTRATION OF A LIMITED LIABILITY PARTNERSHIP

This application shall be open to inspection by the public

P0000022

Pursuant to the provisions of Act 72, Public Acts of 1917, as amended, the undersigned executes the following and will operate as a Limited Liability Partnership.

1. The name and principal office address of the partnership is:

VARNUM, RIDDERING, SCHMIDT & HOWLETT LLP  
BRIDGEWATER PLACE, SUITE 1700  
333 BRIDGE STREET, N.W.  
GRAND RAPIDS MI 49504

1 a. Principal office address if different than 1:

2. TO BE COMPLETED BY FOREIGN LIMITED LIABILITY PARTNERSHIPS ONLY

a) Home state of partnership if located outside Michigan:

b) Name of Registered Agent

c) Registered Agent if different than b:

d) Address of the Registered Office in Michigan:

e) Registered Office Address in Michigan if different than d:

3. Federal Employer Identification Number if available:

4. AUTHORIZING SIGNATURES. This application has been executed by a majority in interest of the partners or by one or more individuals authorized by a majority in interest of the partners. If there are more than two signatures, use additional pages and attach to this application.

*David E. Khorey*  
David E. Khorey  
Managing Partner

Signature

Social Security Number (Optional)

Social Security Number (Optional)

Date Received  
JAN 12 2016

Unless the renewal application is filed, the registration as a limited liability partnership will expire on January 23, 2016

FOR BUREAU USE ONLY

Transf: 5 28992894-1 01/11/16  
Ctd: 345636 Amt: \$100.00  
ID: P0000022

FILED  
JAN 12 2016  
BY ADMINISTRATOR  
CORPORATIONS DIVISION

Expiration Date: 1-23-17

# LAW WEATHERS

ATTORNEYS & COUNSELORS

John M. Huff  
Direct Dial (616) 732-1703  
Direct Fax (616) 913-1203  
jhuff@lawweathers.com

February 26, 2015

Mr. Brian D. Donovan  
City Manager  
City of East Grand Rapids  
750 Lakeside Drive SE  
East Grand Rapids, Michigan 49506

**Re: Proposal for Legal Services**

Dear Brian:

You have asked me to submit a proposal to the City for legal services for a three-year period commencing July 1, 2015, and ending June 30, 2018. In coming up with the proposal that I will outline in this letter, I took a number of factors into consideration including the financial pressures on the City, realizing that property tax increases are capped at the rate of inflation except for homes that are sold, the variance between the firm's standard legal rates and the rates that are charged to the City, and the fact that the existing agreement for legal services incurred a two-year freeze halfway through the agreement where rates were held at the same level without any increase in either the amount of the retainer or the hourly rate charged to the City. I also did a random check of whether we had lowered the amount of hours covered by the retainer, which was a goal of the existing agreement. I am pleased to report that between July 2013 and June 2014 approximately 790 hours were covered by the retainer. This is a significant improvement over the 990 hours under the previous agreement. It is, however, still a little above the historical average of 750 hours a year.

With all these factors in mind, I would propose the following rate structure for the next three years. For the fiscal year beginning July 1, 2015, the monthly retainer would be \$11,900. This is an increase of \$450 per month, or about a 3.8 percent increase. On July 1, 2016, the retainer would increase to \$12,350 a month, which is about a 3.6 percent increase. Finally, on July 1, 2017, the retainer would increase to \$12,750 a month, which is about a 3.15 percent increase. What I have tried to do with these increases is make up for the two years of no increases by using a little higher rate of increase at first and then reducing that rate of increase each year.

As you may recall, the retainer is intended to cover general legal services provided to the City as well as initial ordinance enforcement work. Certain matters are not covered by the retainer. Those matters are major litigation, labor work, ordinance litigation, and major civil matters. Major civil matters are defined as those matters where more than 15 hours of time are spent on a specific matter. The hourly rates for these other matters are proposed to be as follows. Beginning July 1, 2015, the partner rate would be \$192 and the associate rate would be \$166.



Mr. Brian D. Donovan  
February 26, 2015  
Page 2

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These are increases of \$8 and \$6 respectively. On July 1, 2016, the partner rate would be \$198 and the associate rate would be \$172. On July 1, 2017, the partner rate would be \$204 and the associate rate would be \$176. Once again, I have started with a little larger jump in the first year and more modest increases in years two and three. All of these rates are substantially below the firm's standard rates for both partners and associates.

Statements for services are sent on a monthly basis. These statements will reflect the services performed, the amount of time necessary to perform those services, and the attorney performing the services. They will also provide a breakdown of the number of hours spent by partners and the number of hours spent by associates. Billing is done in 1/10 of an hour increments.

Our firm possesses substantial experience that allows us to provide services to the City very efficiently. Our expertise also allows us to quickly respond to the City's needs. In reviewing any proposal for legal fees, you need to consider not only rates that are proposed, but the ability of the law firm to provide the needed services in a prompt and efficient manner. We believe that we have consistently demonstrated our ability to do this for the City.

We believe our legal fees proposal illustrates our strong commitment to provide superior legal services to the City at a reasonable cost. Please contact me with any questions regarding our proposal or if you believe that some adjustment may be necessary. I would be happy to meet with members of the City Commission as well as with you to discuss this proposal in further detail.

We sincerely appreciate the ability to represent the City. 2015 marks my 29th year as serving as city attorney and the firm's 52nd year in that capacity.

Sincerely,

  
John M. Huff

pim

00200 (001) 751547.1



# Municipal and Administrative Law

Varnum's represents cities, townships, counties, public commissions, publicly-owned treatment works, municipal electric utilities, school districts, colleges, and hospitals.

We have represented hundreds of municipalities as special counsel handling complex and specialized aspects of municipal law. Such matters involve:

- Environmental disputes;
- Labor matters;
- Bond counsel services;
- Zoning and planning;
- Cable TV, WIFI, gas, electric, and fiber optic franchises;
- Interlocal agreements for the provision of fire protection, water and sewer services and other municipal services;
- Property tax appeals;
- Eminent domain;
- Boundary adjustments through annexations, Act 425 agreements or other means;
- Licensing and closure of solid waste landfills;
- Public finance;
- Sale and licensing of hydroelectric facilities;
- Recalls, referendum, initiative and local elections; and
- Redevelopment.

Municipalities throughout the state and beyond regularly seek our advice as special counsel. Varnum has represented municipalities in establishing sanitary sewer and water supply systems, as well as extensions and additions to such systems. As part of such representation, we have prepared the necessary resolutions and

ordinances to establish the system and the rate structure to support the system. We have been involved in periodic reviews of such rates to determine that they support necessary operating and other expenses and to ensure compliance with any financing covenants.

We represent both municipal suppliers of utility services and municipal customer communities, on both a wholesale and retail basis. We have served as bond counsel in the issuance of revenue bonds to finance such projects.

The firm also represents or has represented municipal utilities all across the United States on matters involving retail rates, extra-territorial sales, long-term retail power sales contracts, interconnection agreements, hydroelectric licensing, nuclear power plants, fossil power plants, franchises, labor matters, antitrust, environmental problems, and other issues.

The firm is counsel to the Michigan Municipal Electric Association (MMEA) and one of its partners is the past Chairman of the Legal Section of the American Public Power Association (APPA). The firm has made numerous presentations to the APPA and other municipal groups on public power matters. We also have significant experience in all aspects of the special assessment process for water, sewer, street and similar projects. As part of such representation, we assist in all matters necessary to establish the special assessment district and confirm the special assessment roll. We provide such services to our regular municipal clients, as well as clients who retain us on a special counsel basis for such purpose. We also represent several downtown

## Municipal and Administrative Law

development authorities, tax increment finance authorities, economic development corporations, and local development finance authorities, both as regular and special counsel.

### Municipal Litigation

The range of our specialized public sector practice is further illustrated by our litigation experience on behalf of municipalities which includes law suits involving land use and zoning, labor relations, elections, eminent domain, ordinance enforcement, special assessments, property tax appeals, solid and hazardous waste disposal, and numerous other issues in all of the Michigan State Courts and tribunals, as well as the United States Federal Courts and agencies.

### Bond Counsel Experience

The firm has significant bond counsel experience and has been listed in the Bond Buyer's Municipal Marketplace (referred to generally as the "Red Book") since 1980. We have acted as bond counsel for municipal clients in traditional municipal financing for water, sewer, street, and energy improvement projects, as well as financing for other physical facilities and equipment purchases. These projects have involved general obligation, building authority, special assessment, transportation fund, tax increment, revenue and refunding bonds.

The firm's lawyers maintain membership and actively participate in leadership positions in a variety of professional organizations including the Michigan Municipal League, the Michigan Association of Municipal Attorneys, the Michigan Township Association, the Michigan Council of School Attorneys, the Municipal Advisory Council of Michigan, the National Association of Bond Lawyers, the American Planning Association, the American Public Power Association, the Michigan Municipal Electric Association, the American Waterworks Association, and the Public Corporation Law Section of the State Bar of Michigan.

### Environmental Representation

Varnum provides representation to municipalities as special counsel in virtually every area of environmental law.

These special environmental counsel services

include the development of compliance programs and problem avoidance strategies under applicable laws and regulations, and the provision of representation, counsel and advice in environmental regulatory and enforcement matters.

### General Representation

We also provide general representation to municipalities on a wide range of problems and at all levels of complexity including the following:

- Annexations and boundary adjustments;
- Land acquisition, eminent domain, and condemnation of property for various public purposes;
- Environmental matters, including municipal "Superfund" liability, licensing and closure of solid waste landfills, and pursuit of insurance coverage claims for defense costs and reimbursement;
- Representation of Publicly-Owned Treatment Works (POTWs), including development of industrial pretreatment programs, drafting interjurisdictional agreements, and NPDES permit matters such as the negotiation of permit terms with regulatory agencies;
- Negotiation of franchise agreements, including cable television, water and solid waste disposal;
- Negotiation of a wide range of inter-governmental contracts for the provision of water, sewer and drainage services, and development of rate structures;
- Bond counsel for municipal financings for water, sewer, street, energy improvement projects, and other physical facilities, as well as industrial development projects;
- Creation of municipal authorities, such as district libraries and wastewater authorities;
- Working with municipal engineers and consultants in the planning, financing and construction of public utility expansions and working with staff and consultants on grant applications for various public projects;
- Ordinance drafting, revision, codification, and enforcement;



## Municipal and Administrative Law

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- Zoning and land use planning matters of all kinds including: rezonings, variances, special uses, and other administrative approvals; planned unit developments; land use planning advice; and litigation in the trial and appellate courts when municipal actions are challenged;
- Property taxation, including assessment, equalization, appeals, jeopardy property tax assessments, special assessments, seizures, and tax abatement;
- Advising on a variety of election, referendum and recall matters;
- Enforcement of traffic, housing, and other public safety codes; and
- Labor relations including the negotiation of labor agreements for police, fire and non-uniformed employee groups, participation in fact finding and compulsory arbitration procedures, and handling strikes, wrongful discharge, and employment discrimination matters.

### Professional Affiliations

The firm's lawyers maintain membership and actively participate in leadership positions in a variety of professional organizations including the Michigan Municipal League, the Michigan Association of Municipal Attorneys, the Michigan Township Association, the Michigan Association of School Boards, the Municipal Advisory Council of Michigan, the National Association of Bond Lawyers, the American Planning Association, the American Public Power Association, the Michigan Municipal Electric Association, the American Waterworks Association, and the Public Corporation Law Section of the State Bar of Michigan.



# Bond Counsel

The complexity and diversity of bond projects demands expertise beyond legal knowledge. Our attorneys have broad experience in a variety of financing projects and a long track record of successful representation.

Since 1980, Varnum has been listed in the Bond Buyer's Municipal Marketplace (the "Red Book"), and several of the firm's attorneys are members of the National Association of Bond Lawyers. We couple our significant bond counsel experience in traditional governmental bonds, small issue private activity bonds and qualified 501(c)(3) bonds with careful attention to detail.

## Governmental Bond Financing

Varnum has acted as bond counsel for municipal clients in traditional municipal financing for water, sewer, street and energy improvement projects, as well as financing for other physical facilities and equipment purchases. These projects have involved general obligation, capital improvement, building authority, special assessment, transportation fund, tax increment, revenue and refunding bonds. We have served as bond counsel in the issuance of bonds supported by tax increment revenues for downtown development authorities, tax increment finance authorities and local development finance authorities.

## Educational Entities

We have served as bond counsel for school districts and community colleges in financing energy conservation improvements and other capital projects. We have also represented school districts issuing building and site bonds qualified with the Michigan School Bond Loan Program, and are familiar with the state officials involved in that program. We have also served as bond counsel for the issuance of qualified zone academy bonds, school refunding bonds, tax anticipation notes, state aid notes and equipment financings.

## State of Michigan

We have acted in various capacities (including bond counsel, underwriter's counsel, credit enhancer's counsel and obligor's counsel) in tax-exempt and taxable financings by the State of Michigan, the Michigan State Building Authority and several state agencies and departments such as the Michigan Department of Treasury, the Michigan Department of Transportation, the Michigan Strategic Fund and the Michigan Finance Authority, as well as several of its predecessor organizations, including the Michigan Higher Education Facilities Authority, the Michigan State Hospital Finance Authority, the Michigan Municipal Bond Authority and the Michigan Underground Storage Tank Financial Assurance Authority.

## Manufacturing and Charitable Bond Financings

The firm is approved as bond counsel for the Michigan Strategic Fund for purposes of financing manufacturing facilities and facilities for 501(c)(3) organizations. The firm has also acted as bond counsel to numerous Michigan municipalities and economic development corporations for such bond issues.

## Other Roles

In addition to serving as bond counsel, the firm has also represented bond purchasers, letter of credit banks, borrowers and bond obligors in hundreds of other tax-exempt financing transactions. The bond purchasers for these issues have included individuals, institutional investors, underwriters and other investment funds. We have also served as underwriter's counsel for small issue private activity bonds and qualified 501(c)(3) bonds.





# Labor and Employment

Getting the right people, keeping the right people, managing the right people: it's complicated. The equation becomes even more complicated when considering the formidable list of legal and regulatory concerns that employers face. There is no cookie-cutter approach that works for every employer. Varnum attorneys have a national reputation for helping employers find solutions that meet their unique needs.

Our labor and employment attorneys understand the importance of human resource management and development in your business strategy. We have built a practice that responds quickly to your needs, looks for practical, cost-effective business solutions, and holds to sound human resource principles.

With one of the most experienced labor and employment practices in the region, Varnum has expertise in all areas of labor law and employer/employee relations. Clients range from large corporations and universities to small retailers and service firms – public, private, union and non-union employers – throughout the Midwest and across the country.

## Range of Practice

Our attorneys practice before all federal courts, numerous state courts, and federal and state administrative agencies. We provide counsel and representation on a full range of labor and employment issues, including:

- General employment law;
- Employment policies, handbooks and practices;
- MLA and ADA compliance;
- Workplace violence and crisis management;
- Workplace safety and health;

- Affirmative action;
- Unfair labor practices;
- Discharge planning and wrongful discharge;
- Unemployment compensation;
- Wage-hour investigations and litigation including collective and class actions;
- Employment litigation defense;
- Employment audits to prevent labor relations problems;
- Collective bargaining agreements and arbitration;
- Strikes, secondary boycotts and work stoppage management;
- Alternate dispute resolution;
- Employee benefits;
- Workers' compensation;
- Immigration.



# Real Estate

Acquisition, financing, development, management, leasing, sale – Varnum’s real estate practice group counsels clients on all matters relating to real estate. Whether a property is commercial, industrial or a residential development, our real estate attorneys know the issues and the law.

Our clients – whether they develop real estate as their primary business or occupy real estate in connection with their primary businesses – include real estate developers, investors, contractors, management companies, architects, lenders, and companies and institutions with real estate facilities.

With our broad base of experience on real estate matters, we provide guidance in:

- Acquisitions, dispositions and exchanges;
- Commercial and industrial leasing;
- Land use, development and zoning;
- Environmental law;
- Construction law;
- Licensing and regulatory matters;
- Financing and tax abatement;
- Litigation and arbitration;
- Condominium developments; and
- Residential developments.

Part of our real estate work involves representing real estate developers and investors. Another part of our work involves representing businesses and institutions for whom real estate is not primary, but is necessary to their operations. Thanks to Varnum’s team approach, we can call on experts in municipal and environmental law to address regulatory issues arising from acquisitions and development transactions.

For example, we work with zoning and land use planning matters of all kinds, including rezonings; variances, special uses, and other administrative approvals; planned unit developments; land use planning advice; and litigation in the trial and appellate courts when municipal actions are challenged.

We also handle contract drafting and negotiating for projects, including leases, purchase and sale agreements, master deeds for condominium projects, installment purchase contracts, and sale/leaseback agreements.

In a related area, we offer loan documentation services (negotiation, documentation and closing of commercial and real estate loans) for banks and other financial institutions.

## Environmental Risk Analysis

Varnum’s risk analysis service helps clients evaluate potential environmental concerns associated with the purchase or sale of a business or real estate. We perform specific types of review and analysis of environmental due diligence documentation including Phase I and Phase II Environmental Site Assessments, Baseline Environmental Assessments (BEA), and Environmental Compliance Audit Reports.



## Real Estate

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Our attorneys are experienced in federal and state due diligence requirements and industry standards. Our due diligence, land use permitting and real estate development experience includes:

- Counsel concerning environmental assessments prior to acquisition of new properties or lending associated with real estate and on-going operations (recently conducted environmental assessments/ audits for international merger of 100 facilities in 6 weeks);
- Assessment of statutory and regulatory criteria required for an extensive range of industrial developments, including Brownfields redevelopment and financing;
- Representation of developers seeking wetlands, sand dunes, floodplains, and other natural resources permits, as well as site remediation;
- U.S. EPA Prospective Purchaser Agreement for National Priorities List Superfund site redevelopment; and
- Guidance to financial institutions on environmental "tender liability" issues for loans, foreclosures and work-outs, and defense of such claims.

### **Brownfield Financing and Redevelopment**

Varnum has extensive experience in redevelopment of contaminated Brownfield sites and in pursuing available federal, state and local Brownfield financing. We guide clients through the often complex array of Brownfield regulations and facilitate redevelopment projects that are completed in a timely, cost-effective manner.

Additionally, our attorneys are well-versed in assessing risks relating to the foreclosure of contaminated sites.

### **Financing**

Varnum's finance lawyers document various types of loan transactions, from below \$1 million to over \$100 million. We have extensive experience in projects including mortgage financing, working capital lines of credit, agricultural loans, small business loans, construction loans and government-guaranteed credits.

We negotiate different types of security interests with all types of collateral and with credit issues such as creditor participation, intercreditor agreements, loan subordinations and other credit structures. We handle a variety of commercial lending matters, from the preparation of loan documents to providing advice regarding regulatory compliance issues. This includes issues arising under the Federal Truth-in-Lending laws, RESPA, fair lending laws, and other federal and state regulatory matters.

At Varnum, we are continually working to maintain the trust of our clients and to address their changing service needs. It's this attention to detail that helps our clients focus on building their business.





# Construction Law and Litigation

Varnum has built a construction practice with a solid foundation in all aspects of construction projects, litigation and disputes. Our clients firm include owners, architects, engineers, and developers of public, commercial, and residential construction projects, as well as general contractors, sub-contractors, vendor and suppliers.

Varnum lawyers employ a multi-disciplinary approach to developing timely and resourceful solutions to the challenges facing clients in the construction industry. By drawing upon our strengths in specialty areas, we are able to focus the appropriate expertise on the spectrum of legal issues encountered by clients regarding construction matters.

We regularly advise clients in complex construction project contracting and disputes, including:

- Contracts for all phases of construction projects, including owner/architect, owner/contractor, design/build, operations and maintenance contracts, shared/guaranteed savings contracts, master deeds for condominium projects, service contracts, installment purchase contracts and sale/leaseback agreements;
- Bid document preparation and evaluation;
- Construction claims evaluation matters;
- Construction lien analysis and disputes
- Payment/performance bond analysis and related claims;
- Analysis of construction-related contracts and disputes, including construction delays, design defects, construction defects and damage analysis;
- Arbitration and mediation; and
- Litigation in all courts.

## Representative Contract Administration Matters

- Provided ongoing counsel and advice on permitting and construction issues for large gas-fired electric generating power project;
- Reviewed and negotiated construction contract for sludge tank to be built for city;
- Worked with township on sewer project resolving bidding problem, including preliminary injunction litigation;
- Drafted and negotiated a design-build contract for a cogeneration electric power plant; negotiated to satisfy lender requirements as to delays, guarantees and performance specifications; provided opinion letter analysis for financing;
- Drafted and negotiated architect agreements, construction management agreements and contractor agreements for remodeling and construction on school building projects as well as construction dispute resolution services;
- Provided counsel and advice on energy project; drafted and negotiated energy services contract, including construction and lease arrangements, for power plant and electric interconnect equipment;
- Counseled owner on matters relating to design and construction of DPW building; mediated dispute on extras and arbitration proceeding;

## Construction Law and Litigation

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- Design-build contract for manufacturer's new corporate headquarters and production facilities;
- Advised university counsel on owner favorable terms and conditions for construction contracts;
- Drafted and negotiated architect agreement, engineering agreement, construction management agreement, and general contractor agreement for new city park; ongoing contract administration counseling;
- Drafted and negotiated amendments to design-build contract for large gasoline and storage tanks;
- Draft and negotiate architect, construction management, and general contractor agreements for new recreational and ice facility;
- Consulted with DDA on dispute with construction contractor on cityscape project;
- Advised manufacturing client on defective installation of concrete floor; work on dispute resolution with concrete contractor;
- Consulted with automotive supplier client on potential claims against contractor regarding asbestos issues;
- Drafted hospital construction contracts for owner, architect and contractor, which increased owner's protection by requiring enhanced professional liability insurance for architect; imposing construction and design deadlines, mandating "as built;" drawings; and clarifying risk allocation in contracts;
- Advised constructor of cellular telephone towers;
- Drafted and negotiated contracts relating to municipal sewer expansion project;
- Drafted and negotiated private hospital's performance contract for all professional services, labor, materials, and equipment for new construction; scope of work included HVAC system upgrade, cooling tower modification, and installation of emergency generation;
- Drafted foundry's turnkey construction/equipment contract on design/build contractor for multi-million dollar pollution control project on expedited basis; negotiate changes to same;
- Drafted and negotiated design-build turnkey contract for specialized automotive paint line with critical path substantial completion; advised on construction claims;
- Individual residential construction disputes on quality and costs;
- Preparation of automotive supplier's standard terms and conditions for construction and purchase order contracts;
- Drafted agreement for community hospital's final design and construction services, including a guaranteed maximum price (design/build for facility, surgery addition, surgery renovation, cafeteria); negotiated release, waiver and indemnification from architect;
- Worked on "joint contract" between city and township on sewer project; contracts with engineer and contractor only with the township, with the city being third-party beneficiary;
- Reviewed and counseled manufacturing client on Mexican construction contracts;
- Drafted hospital's facilities agreement for shared use of infrastructure by spin-off entity;
- Counseled university on contract/bid issues; worked with architect on drafting RFP; worked on legal issues involved in state oversight; assisted in qualifying low bidders and in evaluation of different bid packages; later counseled client on law bid dispute on steel erector subcontract;
- Counseled business on payment dispute; provided opinion letter on City withholding payments on the basis of "borrowed" specifications for electrical work;

## Construction Law and Litigation

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- Reviewed and advised manufacturer on letter of intent for design and construction of facility in Kentucky; contractor claim for lost profits after client canceled letter of intent (refused to enter into definitive contract);
- Reviewed and counseled on construction contract for \$2M warehouse addition; advised client construction startup and risk to tax abatement; assist in arranging financing; assisted in payment dispute on project including withholding of payments based upon dispute over specifications for electrical work;
- Analyzed bid documents and construction contract for sludge tank installation to determine liability for ground water levels being different than indicated in hydrogeological study supplied by owner;
- Provide consulting advice to county officials on preliminary design for jail and courthouse; drafted and negotiated construction management contract with to provide construction management assistance to county; worked on RFP for design and construction services for jail and courthouse project;
- Counseled hospital on design and construction contracts for ambulatory care facilities; later counseling on whether contractor had achieved substantial completion on out-patient structures and legal remedies regarding same;
- Counseled library board on fund-raising and preliminary design issues for new library; drafted and negotiated architect agreement; and prepared RFP for construction management services with completed construction management agreement;
- Worked on terms and conditions for environmental consultant contracts; and
- Reviewed owner/contractor agreement drafted by engineer for construction of facility for treatment of groundwater contamination.



# Litigation and Trial Services

Experience. Client-focused results. Trusted advice. For years, these have been the keys to success for Varnum's trial group. Our trial lawyers have the skill and expertise to provide clients with effective, high-quality, cost-conscious representation.

Proficient in a variety of litigation matters, our trial group has more than 40 attorneys practicing in 18 focus areas:

- Business torts
- Class action
- Commercial litigation
- Construction law
- E-discovery
- Employment
- Environmental
- Family law
- Health care
- Intellectual property
- Lender liability
- Personal injury
- Probate
- Product liability
- Real estate
- Receivership
- Securities and RICO
- Tax

## Manage the Case

Our approach to every case is straightforward: analyze the case and develop options, strive for superior results, and keep clients informed and involved throughout the proceedings. Give primary responsibility to a trial law partner. Use associates and paralegals to provide efficiency.

Make smart use of technology. Call on attorneys from other Varnum practice areas – corporate, environmental, labor, tax – to strengthen a case or suggest innovative ways to resolve a dispute.

Commercial lawsuits make up a large part of our litigation practice. We handle cases involving contract disputes, environmental claims, securities, antitrust, construction, corporate take-over, product liability and real estate issues. We also represent clients in personal injury cases, patent, trademark and copyright suits, arbitrations, tax proceedings, labor and employment matters, ERISA cases, bankruptcy proceedings and a range of administrative tribunal work.

Our trial attorneys regularly appear in state and federal trial and appellate courts throughout the United States.

## Diverse Client Base

Who are our clients? They include public and private corporations, non-profits, professional corporations, municipalities, general and limited partnerships, sole proprietorships and individuals. Much of our litigation is on behalf of companies for whom we are general counsel. We also represent out-of-state entities involved in adversary proceedings in Michigan and companies seeking specific litigation expertise.

No matter what the case, we seek the best possible outcome for our clients by putting our experience, knowledge and innovation to work for them.



### Litigation Technology

As some of the first to bring digital projection technology to area courts, our litigation attorneys have invested significantly in technologies that enhance their legal practice. Our Litigation Practice Group has a solid record of using technology as a strategic resource in the achievement of favorable client results.

We make it our responsibility to stay up-to-date with the latest in litigation support technology. We regularly research and test new software applications to determine their use in our practice. We use a variety of case management and trial management software programs to make the litigation of large and small cases simple and mobile. Our In-house Litigation Support Service Team maintains our document databases and provides us with the ability to use document imaging and OCR technologies at a fraction of the cost of outside services.

Our litigation attorneys use the latest in transcript technology, including realtime and transcript management software, giving us the ability to manage as few or as many transcripts as necessary. Our transcript management technology also allows us to search and compare within and between innumerable transcripts to recognize issues and inconsistencies, sometimes in the midst of a deposition or trial.

We use trial presentation software to compile and present complex cases involving documents, transcripts, video clips and photos in a clear and seamless presentation. Our trial presentation software connects to our case management system, giving us the ability to instantaneously adapt presentations during trial to respond to opposing counsel's case.

It's not enough just to acquire these technologies; one must also know how to use them. Our attorneys and legal assistants are well trained in the capabilities of our litigation support software, use it on a regular basis and understand how technology can be used to enhance results.

### Representative Matters

- Successfully defended, in the Michigan Court of Appeals, a City's denial of a zoning variance to allow construction of a seven story apartment building. The Michigan Supreme Court refused to take a further appeal;
- In *Velting vs Cascade Charter Township*, we defended the Township's denial of a mineral extraction operation despite takings and other constitutional claims. The Township prevailed;
- Successfully defended, through the court of appeals, a Road Commission's position that a right of way had never been formally accepted for public use;
- Represented former shareholders of independent bottling network against Beverage Company in post-closing contract claim arising under asset purchase agreement. Obtained \$8.5 million for former shareholders in settlement;
- Represented plaintiff corporation in trial and obtained a multi-million dollar jury verdict against the United States on an income tax refund claim. The government offered nothing to plaintiff before trial and the verdict is listed as one of the top ten verdicts of 2008 in the Michigan Lawyer's Weekly;
- Represented defendant corporation in trial in Richmond, Kentucky where plaintiff claimed over \$4.8 million in damages from serious injuries resulting from an accident involving defendant's tractor trailer. Obtained a complete defense verdict on liability from the jury after a one-week trial;
- Defended largest orthopedic physicians' group in West Michigan, its corporate management company, and several corporate officers in multi-million dollar litigation. Obtained a full dismissal of all claims brought against all defendants in a motion for summary disposition;

## Litigation and Trial Services

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- Represented Court appointed receiver in an investment fraud case involving many victims, including a former NHL hockey player. Successfully brought a contempt action against the defendants. The contempt action was tried over several days in Wayne County Circuit Court. Rather than allow the case to reach verdict, the defendant settled the contempt charges by paying penalties of approximately \$500,000;
- Obtained summary judgment on patent infringement claims relating to liquid-filled chewing gum in lawsuit in which plaintiff sought several million dollars in damages. After victory on appeal to the Federal Circuit, obtained dismissal of second, related lawsuit in exchange for forgiveness of costs from first lawsuit;
- Defended a national provider of health care software systems in connection with computer copyright infringement claim in which the plaintiff sought \$92 million in damages. Following substantial limitation of the plaintiff's potential damages during the summary judgment process, case was resolved through settlement favorable to client;
- Obtained arbitration award of \$2.37 million for investors against national securities firm in case involving inappropriate investments and failure of securities firm to properly supervise its representatives;
- Defended an action by a producer of books on tape on behalf of author and his literary agents. Brilliance Corporation asserted a breach of contract against author and agents sought lost profits for producing the tape version of the novel. Received a no cause of action jury verdict;
- Defended steel supplier in \$3.1 million preferential transfer claim brought by Trustee on behalf of specialty manufacturer. Obtained summary judgment following successful deposition of plaintiff's expert;
- Represented defendant in contract/commercial litigation tried to a jury. Obtained \$3.6 million judgment;
- Defended the designer/distributor of a high-end custom built sports car in a breach contract action in Los Angeles, California. Although the plaintiff claimed over \$2 million in damages, the plaintiff dismissed all claims in return for a nominal settlement on the heels of the deposition of plaintiff and a day-long mediation; and
- Represented intervenor in a case brought by an environmental group seeking to force MDEQ to issue rules regulating emission of CO<sub>2</sub>, which could have placed Mid-Michigan Energy's permit application to build a coal-fired power plant in jeopardy. The Court dismissed the environmental group's complaint, and the ruling was upheld on appeal.



# CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

**Date:** August 24th, 2016  
**To:** Trustee Jim Koessel  
Supervisor Rob Beahan  
Trustee Jack Lewis  
**From:** Ben Swayze, Township Manager  
**CC:** Denise Biegalle, Human Resources Director  
**Subject:** Legal RFP Questions and Responses

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At the August 11<sup>th</sup> meeting the Personnel Committee asked me to pose questions regarding the legal serves bids from Varnum and Bloom Sluggett to the authorized representatives from those respective firms. As well, the committee asked that references be checked for both firms. Below is a summary of the responses received.

## Varnum

**Question 1** – The committee is interested to know if you [John Huff] would continue to handle the Township land-use issues, or if this could potentially be assigned to another attorney in the firm.

**Response** – [verbatim] I have been involved in a number of land use/zoning matters. I enjoy this area of the law and believe I have an expertise in these matters. That being said, there are several attorneys here that also have extensive land use experience including Randy Kraker, Matt Zimmerman, and Bob Buchanan. There are also several real estate attorneys here with extensive zoning experience including Nyal Deems, Pete Schmidt and Dave Caldon. We also have municipal litigators who would become involved in litigation matters. This is how we handled litigation at Law Weathers as well. Mike Roth, who has worked on township matters, is here and is one of those attorneys. Unless the township desires to have one of these other attorneys take the lead, it would be my desire to be the primary person on land use matters. I may decide to use the particular expertise of one or more of the other attorneys in some instances if appropriate, and I certainly would consult with them to assure the best possible representation of the township.

**Question 2** - The committee would like to know if work on behalf of the Township is assigned to paralegals and if so, how is it charged. Additionally, if work is assigned to paralegals, what is the nature of the work and how often are they utilized.

**Response** – [verbatim] The firm does have a number of paralegals who usually specialize in specific areas, such as real estate, litigation, or corporate issues. We might utilize a paralegal to prepare real estate documents for the township. If there was a litigation matter, a litigation paralegal might be utilized to catalog documents, prepare deposition notices, or summarize transcripts. The billing rate for paralegals would be \$100 an hour. Historically

(meaning at Law Weathers) there was not much use of paralegals in the municipal area except for ordinance enforcement matters where they would prepare files. This is because while we had paralegals, we had far fewer and most of them had an expertise that was not relevant to municipal work. While I would see utilizing paralegals in the areas outlined above, I would still see a majority of the work being performed by attorneys. We now have the ability, however, to lower costs to the Township by having legal services provided by paralegals where appropriate.

#### **Reference 1 – Grandville**

I spoke to Ken Krombeen, Grandville City Manager. Ken indicated that Grandville has utilized Varnum for all of their legal needs for at least 30 years. The Grandville City Attorney is Randy Kracker, and he had very high praise for Randy's professionalism and abilities. Ken indicated there are several of Varnum attorneys that he is in regular contact with, including Pat White (personnel) and Matt Zimmerman (land-use, general). Ken indicated that he could not recall a time in the City where Varnum has had to excuse themselves from a land-use case (i.e. Planning or Zoning) due to a conflict of interest. He did indicate there was an instance when Varnum had to excuse themselves from a tax tribunal case with Meijer because Varnum also represented Meijer. Ken indicated that he was very satisfied with Varnum and found that there is often an attorney with expertise with the firm when they have an issue. He also indicated that Varnum works with them to reduce costs on large cases and bulk work.

#### **Reference 2 – Belding**

I spoke with Bruce Brown, Belding City Manager. Bruce indicated that the City had a very long history with Varnum, but couldn't tell me how long they have been with them. He indicated that Varnum supplies all legal services needs to the City. Bruce said that Randy Kracker serves as the City attorney, and that he is a "great guy" and "unflappable." Pat white serves the personnel legal needs and the City sometimes works with Luis Avila <sp?> as well. Luis most recently helped them rewrite their entire personnel manual. Bruce indicated that he was unaware of an instance when Varnum had to excuse themselves from a land use case due to a conflict of interest. Bruce indicated they are extremely happy with the service provided by Varnum.

**Note** – In addition to the two communities I reached out to for Varnum references, Varnum also serves two of the communities I reach out to for Bloom Sluggett references. These clients are not historical Varnum clients but rather became Varnum client when Law Weathers merged with Varnum.

#### **Reference 3 – Kentwood**

I spoke with Mark Rambo – Deputy City Administrator. Mark indicated that Varnum handles personnel legal issues with them, including union negotiations. Personnel issues are handled by Kevin Krauss, and the City is very happy with the services they provide. Until recently Law Weathers provided prosecution services to Kentwood as well, but the contract was bid out this year and Varnum chose not to submit a bid. Mark indicated that the work they do with Varnum is generally more expensive on a per hour basis than the work they do with Bloom Sluggett, but "well worth it."

#### **Reference 4 – Walker**

I spoke with Darrel Schmalzel – City Manager. Darrel indicated that they utilize Varnum, and formerly Law Weathers, for personnel, DDA and bond counsel work. He indicated that they

have been very happy with the service that Varnum/Law Weathers provides to the City and would recommend them. Darrel indicated that the hourly rate from Varnum is higher than the hourly rate from Bloom Sluggett, but felt the service was worth the money.

## **Bloom Sluggett Morgan**

**Question 1** - Does the firm supply personnel/benefits legal services? If not, how are those handled?

**Response** – [Referenced Proposal] BSM would not perform the specialized legal services involving bonding/finance, labor or employee benefits.

**Question 2** - The committee is interested to know if Bloom Sluggett Morgan was the selected firm, would you (Cliff Bloom) handle the Township land-use issues, or could this potentially be assigned to another attorney in the firm.

**Response** – [verbatim] With regard to land use issues, I would handle those issues myself (and attend any Township meetings regarding the same, unless I would have an irreconcilable conflict, in which case Jeff Sluggett would normally attend the meeting. As you likely know, Jeff has dealt with land use issues for decades in the City of Kentwood, Alpine Township, etc.). Or, if another attorney in our firm has a particular expertise in a special type of land use situation, that attorney might become involved. We would, of course, check with Township officials beforehand regarding any such conflict or expertise regarding a substitution of one of our other attorneys for a particular matter.

**Question 3** - Your proposal references a separate rate for paralegals. The committee would like to know if it would be common for work on behalf of the Township is assigned to paralegals and if so what is the nature of the work and how often are they utilized.

**Response** – [verbatim] We use our paralegal only for matters that are more complex than our clerical staff normally handles, but not for attorney-type work. Absent litigation or ordinance enforcement cases, it would be somewhat unusual for our paralegal to be involved with a general municipal matter. Furthermore, our monthly statement/bills are generally quite detailed, so that the Township will see clearly any work that a paralegal performs. Transparency in billing is very important to us.

### **Reference 1 - Kentwood**

I spoke with Mark Rambo – Deputy City Administrator. Mark indicated that they currently utilize Bloom Sluggett for General Counsel and Prosecution services. Mark says they are extremely happy with the service they receive from BSM and would highly recommend them. Mark indicated that Jeff Sluggett provides general counsel for them and is outstanding. Mark indicated he also worked with Jeff Sluggett when Mark was the Village Manager at the village of Howard City and that he did great work there as well. Bloom Sluggett recently started prosecution services for the City and Crystal Morgan handles that work, Mark indicated that it has been a smooth transition and Crystal has been doing a great job. Kentwood spends \$500,000 a year on legal services, with 50% of that related to prosecuting services. Mark indicated that Bloom Sluggett has never had to remove themselves from a land use case due to a conflict of interest. Varnum does personnel services for them, and another firm does bond counsel/finance work (see above reference for Varnum).

### **Reference 2 – Alpine Township**

I spoke with Alex Arrends, Township Supervisor. Alex indicated that they have been with Bloom Sluggett Morgan since the firm was formed (they were a former Law Weathers client). Jeff Sluggett serves as the Township Attorney and provides most general counsel for the Township. Crystal Morgan handles the assessing issues and the minimal prosecution work they have. Alex indicated that he is very satisfied with the service BSM provides to the Township. Alex indicated that the Township does not have a separate attorney for personnel matters and said he could not recall a recent personnel issue where legal counsel was involved. Alex indicated if they did have an issue they would request BSM to provide legal counsel, but didn't know how BSM would handle the issue. Alex did not recall an instance where BSM had to excuse themselves from a land use issue due to a conflict of interest. He did indicate that there was conflict of interest issues in water/sewer utility negotiations with Plainfield Township (whom BSM also represents) but indicated they were able to "sort it out." Alex indicated he would highly recommend both Jeff Sluggett and Crystal Morgan

### **Reference 3 – City of Walker**

I spoke with Darrel Schmalzel, City Manager. Darrel indicated that they utilize BSM for general counsel and prosecuting services and Varnum for personnel, DDA and Bond Counsel services (see above reference for Varnum). Darrel indicated that they spend approximately \$55,000 on prosecution and \$65,000 to \$75,000 per year on all other general counsel and specialized legal services. Walker has worked with Jeff Sluggett, Cliff Bloom and Crystal Morgan, as well as other firm lawyers, and their experience with all of them has been outstanding. Darrel could not recall a situation where BSM has had to excuse themselves from a land use case (or any case) because of a conflict of interest. Darrel said he would highly recommend BSM.

**VARNUM LLP**  
**SERVICE AND BILLING INFORMATION**

[www.varnumlaw.com/Service-and-Billing](http://www.varnumlaw.com/Service-and-Billing)

Varnum LLP ("Varnum") is pleased to have you as a client of our firm. Throughout our relationship, you should have a clear understanding of the legal services we will provide. Any questions that you have will be dealt with promptly. An updated copy of the Service and Billing Information is available without charge at

[www.varnumlaw.com/Service-and-Billing](http://www.varnumlaw.com/Service-and-Billing)

and we encourage you to periodically obtain and review it.

### **1. THE ATTORNEY-CLIENT RELATIONSHIP**

1.1 The person or entity we represent is the person or entity identified in our engagement letter and does not include any affiliates of that person or entity (i.e., if you are a corporation or partnership, any parents, subsidiaries, employees, officers, directors, shareholders, or partners of the corporation or partnership, or commonly owned corporations or partnerships; or, if you are a trade association, any members of the trade association). In proceeding with this relationship, you agree that our relationship is with you and not your affiliates, and that, as a result, it will not be necessary for us to obtain the consent of you or your affiliates in order for us to represent another client in a matter adverse to your affiliates. Furthermore, to the extent that our representation of others adverse to any of your affiliates may be deemed to require your consent, you give that consent.

1.2 The attorney-client relationship will end at our completion of the services you have retained us to perform. If you later retain us to perform additional services, our attorney-client relationship will be reactivated.

### **2. WHO WILL PROVIDE THE LEGAL SERVICES**

2.1 At the beginning of our relationship, where appropriate, we will establish a team of firm members to serve you. This Client Service Team will be led by one attorney who will serve as your Client Service Manager and primary contact at the firm. This attorney should be someone in whom you have confidence and with whom you enjoy working.

2.2 Client Service Teams include attorneys and legal assistants in different practice areas who, under the supervision of the Client Service Manager, may perform work on behalf of the client. Delegation of assignments may be to take advantage of special expertise, cost-efficiency, or time deadlines. When applicable, we will

advise you of the names of the attorneys and legal assistants who serve on your Client Service Team.

2.3 You are free to request a change in the Client Service Manager or Client Service Team members at any time. If a change in the Client Service Manager is desired, please contact any other Partner of the firm. For questions concerning team members, please contact your Client Service Manager.

2.4 As part of our agreement to represent you, if during the course of the representation we decide, in our own discretion, that it is necessary or appropriate to consult with our counsel, at our expense, you agree and consent that we may do so and that our continued representation of you shall not waive any attorney-client privilege that Varnum may have to protect the confidentiality of our communications with firm counsel.

### **3. COMMUNICATION AND RESPONSIVENESS**

3.1 We strive to return all telephone calls on the day received or by the following morning, if received late in the day.

3.2 You will have 24-hour access to the attorneys' direct dial telephone numbers and voice mail system on which confidential, detailed messages can be left. Where appropriate, you will be provided with the home telephone numbers and the cell telephone numbers of the attorneys working with you. The names of secretaries and staff supporting your Client Service Team can also be provided.

3.3 Communication by email is now common, although it may be subject to unauthorized interception (as are cell phone communications). We will consider ourselves authorized to communicate with you by email or cell phone, where available, unless you instruct us otherwise. Some of our clients utilize social media for a variety of purposes. Any communications by social media are not legal advice.

3.4 We recommend to our clients that they protect all communications to or from us from disclosure to others who are not our client in the matter. It is your obligation to ensure that the information sent to the electronic address you provide to us is secure and not accessible by others who are not our client. You must also ensure that legal matters in your electronic communications are not disclosed to others.

#### **4. EXPRESSIONS OF PROFESSIONAL JUDGMENT**

4.1 Any statements on our part concerning the outcome of your legal matters are expressions of our professional judgment, but are not guarantees. Our opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are given.

#### **5. HOW FEES WILL BE SET**

5.1 Attorneys may be compensated under a variety of fee arrangements, including purely hourly or per diem arrangements. At Varnum, in determining the amount to be charged for the legal services we provide, we generally consider the following, unless described otherwise in the engagement letter:

- The time and effort required, the novelty and complexity of the issues presented, and the skill required to perform the legal services promptly;
- The fees customarily charged in the community for similar services and the value of the services to you;
- The amount of money or value or property involved and the results obtained;
- The time constraints imposed by you as our client and other circumstances, such as an emergency closing, the need for injunctive relief from court, or substantial disruption of other office business;
- The nature and longevity of our professional relationship with you;
- The experience, reputation, and expertise of the lawyers performing the services;
- The extent to which office procedures and systems have produced a high-quality product efficiently.

5.2 Among these factors, the time and effort required are typically weighted most heavily. We keep records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf, and other related matters. We record our time in fractions of an hour.

5.3 The hourly rates of our lawyers and legal assistants have an important bearing on the fees we charge. The firm establishes a range of hourly rates for each attorney and legal assistant. These rates may be adjusted from time to time to reflect current levels of legal experience, changes in our costs, and other factors.

5.4 We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. When requested, we will furnish such an estimate based upon our professional judgment, but always with a clear understanding that it is not a maximum or fixed-fee quotation. The ultimate cost frequently is more or less than the amount estimated.

5.5 For well-defined services (for example, a simple business incorporation), we will consider quoting a fixed fee. In those situations, the fixed fee arrangement will be expressed in a letter, setting forth both the amount of the fee and the scope of the services to be provided.

5.6 Varnum encourages discussion with our clients about legal fees and billing arrangements. Unnecessary misunderstandings can result from a lack of clear communication on these sensitive matters. We would expect to have candid discussions regarding fees and billing arrangements with you at the beginning of our relationship.

#### **6. OTHER CHARGES**

6.1 Typically, we will charge our clients not only for legal services, but also for other ancillary services which we provide. Examples of ancillary charges include: computerized research services and the use of our photocopy machines. While our charges for these services are measured by use, they do not, in all instances, reflect our actual out-of-pocket costs. For photocopying or computerized research, for example, the true cost of providing the service is difficult to establish. While we strive to maintain these charges at rates which are lower than those maintained by others in our markets, in some instances, the amounts charged may exceed the actual costs to the firm. We would be pleased to discuss the specific schedule of charges for these additional services with you and to answer any questions that you may have. If you would prefer, in some situations we can arrange for these ancillary services to be provided by third parties with direct billing to you.

#### **7. DISBURSEMENTS**

7.1 In addition to our fees and other charges, we will bill you, without any mark-up, for any out-of-pocket expenses which we incur on your behalf. Examples of costs in this category may include filing fees, court costs, mileage and third-party carrier or overnight delivery service. We may ask that you pay directly any third-party costs or expenses, such as expert or consultant fees.

#### **8. BILLING ARRANGEMENTS AND TERMS OF PAYMENTS**

8.1 We will bill you, normally each month, for fees, other charges, and disbursements. You are expected to make payment upon receipt of our invoice.

Unpaid fees and disbursements accrue interest at the maximum rate permitted under the laws of the State of Michigan, but not exceeding one percent (1%) per month from the beginning of the month in which they became overdue. Unless otherwise agreed, partial payments or late payments will be applied in the manner we determine in our discretion.

8.2 If your account becomes past due, you are expected to bring the account or the retainer deposit current. If the delinquency continues and you do not arrange satisfactory payment terms, we may withdraw from the representation and pursue collection of your account. You then agree to become responsible for paying the costs of collecting the debt, including court costs, filing fees, and reasonable attorney fees (regardless of whether Varnum in-house counsel is used).

8.3 Invoices are typically sent monthly unless there is a project to be billed in a different fashion. At times, when there is low activity, an invoice may be sent less frequently than monthly. Generally, one person acts as the billing attorney for each client in order to coordinate the billing process. Billing can be done on a composite basis or broken down by subject matter. If you want particular invoices sent to specific individuals for approval in your company, that can be done.

8.4 Under normal circumstances, we submit regular monthly invoices to clients listing in a narrative fashion the particular work performed by date and the exact amounts of other charges and disbursements for all client matters.

## 9. RETAINERS

9.1 New clients of the firm are commonly asked to pay the firm a replenishing retainer. If you pay us a retainer, you grant us a security interest in those funds. The amount of the retainer will depend on a variety of factors, including but not limited to the complexity of the matter and whether the matter involves an appearance before a court or tribunal. If the initial retainer amount proves to be insufficient, an increase in the retainer may be necessary. Unless otherwise agreed, the retainer typically will be credited toward your unpaid invoices, if any, on a monthly basis at the time the invoice is generated. If you dispute any amount charged against the retainer, you may notify us promptly and we will return the disputed amount to a trust account pending resolution of the dispute.

9.2 Failure to replenish a retainer to the agreed upon amount after notice from us may be grounds for our termination of the representation.

9.3 At the conclusion of our representation or at such time as the retainer is unnecessary or is appropriately reduced, the remaining balance or an appropriate part of it will be returned to you.

9.4 Deposits received to cover specific items will be disbursed as provided in our agreement with you, and you will be notified from time to time of the amounts disbursed. Any amount remaining after disbursement will be returned to you.

9.5 By court rule, most retainers will be placed in a pooled account, and interest earned on the pooled account is payable to a charitable foundation established in accordance with the court rule. This is called an IOLTA account. Funds in an IOLTA account may have limited FDIC insurance. That means deposits in excess of the insurance are not insured. Also, any funds we are holding for your benefit in this account will be aggregated with any funds you hold at the bank towards the FDIC insurance limit. In some instances, your retainer may be placed in a separate trust account for your benefit.

9.6 Any funds we deposit for your benefit, or pursuant to an escrow agreement between you and another party where Varnum acts as escrow agent, will be placed in a trust account at an FDIC-insured financial institution. This financial institution may be a client of Varnum, and Varnum may or may not hold other accounts at that institution. Funds in a trust account that is not an IOLTA account may accrue interest and the interest will be credited for your benefit. Funds in a trust account that is not an IOLTA account may have limited FDIC insurance. That means deposits in excess of the insurance are not insured. Also, any funds we are holding for your benefit in this account will be aggregated with any funds you hold at the bank towards the FDIC insurance limit. By retaining our services, you agree that we may deposit your funds in this trust account.

## 10. TERMINATION

10.1 You may terminate our representation at any time by notifying us. Your termination of our services will not affect your responsibility for payment of legal services rendered, additional charges and disbursements incurred before termination and in connection with an orderly transition of the matter.

10.2 We may also withdraw from providing services to you. The ethics rules for the jurisdictions in which we practice list several types of conduct or circumstances that require or allow us to withdraw from representing a client. We try to identify in advance and discuss with our clients any situation which may lead to our withdrawal, and if withdrawal ever becomes necessary, we will give the client written notice of our withdrawal.

## 11. MATTER REPRESENTATION FILES

11.1 **Client Property.** Once our engagement in this matter ends, we will return the materials provided by

you upon your request. You agree that we may copy your materials at your expense and retain copies of the materials and electronically stored information ("ESI") that you provided. You also agree that any materials or ESI left with us after the engagement ends may be retained or destroyed, at our discretion. Any retained materials or copies will be destroyed at our expense. In most cases, any retained records will be destroyed in accordance with our then current policy.

**11.2 Varnum Property.** Our own files and ESI pertaining to the matter will be retained by the firm (as opposed to being sent to you) or destroyed. These firm files and ESI include, for example, firm administrative records, time and expense reports, personnel and staffing materials, credit and accounting records, documents and ESI generated or received by us in the course of our representation, and internal lawyers' work product (such as drafts, notes, internal memoranda, legal research, and factual research, including investigative reports prepared by or for the internal use of lawyers). For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any documents, ESI or other materials retained by us within a reasonable time after the termination of the engagement. In most cases, retained records will be destroyed in accordance with our then current policy.

**11.3** When you request Varnum's documents or ESI from us, copies will be produced and made at your expense, and the copies will be provided to you in electronic or paper format, at our discretion. Varnum will retain the originals of its property.

## **12. PRIVACY POLICY**

**12.1** We follow the high professional standards of confidentiality imposed on lawyers.

**12.2 Types of Nonpublic Personal Information We Collect.** We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

**12.3 Parties to Whom We Disclose Information.** For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice, except as required or permitted by law. In a generic sense, any information a client provides us is likely to be considered nonpublic personal information and receives confidential treatment. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services. In all such situations, we stress the confidential nature of information being shared.

**12.4 Protecting the Confidentiality and Security of Current and Former Clients Information.** We retain records relating to services that we provide so that we are better able to assist you with your needs and, in some cases, to comply with guidelines of our profession. In order to safeguard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with the rules of professional conduct applicable to us.

**12.5** Please call your Varnum attorney if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality services are very important to us.

## **13. ENGAGEMENT OF THIRD-PARTY SERVICE PROVIDERS**

**13.1** From time to time at your request, we may act on your behalf to engage the services of third parties to provide professional advice, goods or services to you or for your benefit, in connection with our legal engagement. Examples of such third parties include (without limitation) title insurance companies, appraisers, surveyors, environmental experts, process servers, financial consultants, information technology experts, court reporters, and law firms in other jurisdictions or in specialized practice areas. You will be responsible for the payment of all costs, fees and other expenses incurred in connection with any such engagement. If such costs are relatively small we may include them on our direct bills to you; in most cases, we will instruct third parties to bill you directly for their services and products, or will forward to you all third-party bills that we receive, for direct payment by you.

**13.2** In connection with such an engagement or otherwise, we may from time to time, again at your request, recommend particular third-party service providers to you as the need arises. In making any such recommendation, or in engaging for the services of any such third-party, we do not make any warranty, representation or guaranty to you of any kind concerning the third-party provider or its services, including (without limitation) warranties as to the quality of service, professional acumen, or financial circumstances of the third-party service provider. You will at all times retain the right to terminate the services of any such third-party service provider, at your election and at your expense.

## **14. AUDIT LETTER RESPONSES**

**14.1** At times, you may request that we provide your auditors certain information in connection with such auditors' examination of your financial statements. Of course, we will charge for our services in doing so. In addition, for your benefit and in order to protect the attorney-client privilege, our responses will only be made in accordance with the ABA Statement of Policy

Regarding Lawyers' Responses to Auditors' Requests for Information (December 1975), including all of the limitations contained therein. You hereby agree not to request information in addition to that provided for in the ABA Statement of Policy and consent to our providing responses only in accordance with the ABA Statement of Policy.

## **15. OPINIONS TO OTHERS**

15.1 As a general matter, any third party opinions will be based on your representations and warranties that the facts on which the opinion is based are true, complete, and accurate, and that such representations and warranties do not omit any facts necessary to make such representations and warranties not misleading. You acknowledge and agree that we undertake no duty to investigate such representations and warranties, or verify any matters that you represent and warrant to us as true, complete, and accurate.

## **16. SECURITIES LAW ADVICE**

16.1 Unless specifically requested and agreed by us in writing, we will not provide any advice with respect to the securities laws of the United States or any other jurisdiction or any related rules or regulations and we will not provide any advice as to whether any information, statement, opinion, or other writing is required to be filed with, incorporated into, submitted to, or furnished to the United States Securities and Exchange Commission or any state securities regulators. You will not, without our prior written consent, include documents or information we provide to you in any filings with federal or state securities regulators, including the SEC.

## **17. FEDERAL TAX ADVICE**

17.1 Unless specifically requested and agreed by us in writing, we will not provide any advice that is intended or written to be used, and without such specific request and agreement by us, it cannot be used, for the purpose of (a) avoiding federal tax penalties that may be imposed on the taxpayer; or (b) promoting, marketing, or recommending to another party any tax-related matters addressed by us.

## **18. DISPUTE RESOLUTION**

18.1 Other than a complaint to a disciplinary authority, you agree that any controversy, dispute, or question arising out of, in connection with, or relating to the engagement agreement (including, but not limited to, interpretation, performance, nonperformance, or breach), the attorney-client relationship, fees or any services of Varnum shall be determined exclusively in a state or federal court located in the State of Michigan under the laws of Michigan. You expressly consent to the jurisdiction of courts in Michigan.

18.2 Varnum is willing to consider whether to use alternative dispute resolution procedures (including but not limited to binding arbitration), if you are also willing to do so. Such alternative dispute resolution will be used only if all parties to the dispute agree on its use and the procedures to be followed.

## **19. KEEPING YOUR CONTACT INFORMATION CURRENT**

You must keep us informed as to your current mailing address, physical address (if different), and phone numbers (also email address if that is used). You will keep this information accurate and up to date, because of our need to be able to contact you with respect to the subject of the representation and aspects of our relationship with you—as described above. We will rely upon the last contact information you provide to us. You agree that we can do so with respect to any need we may have to communicate with you (during the existence of the attorney-client relationship or after conclusion of that relationship) relating in any way to our representation of you, including in connection with commencing any dispute resolution as described above.

*June 2014*