

**CASCADE CHARTER TOWNSHIP**  
**PUBLIC SAFETY ADVISORY COMMITTEE MEETING**  
May 19, 2021 at 9:00am  
Training Conference Room at Township Hall  
5920 Tahoe SE, Grand Rapids, MI 49546

**Members Present:** Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

**Others Present:** Township Manager (TM) Ben Swayze, Fire Chief Adam Magers

**Call to Order:** Treasurer Peirce called the meeting to order at 9:00 a.m.

**Business:** The Public Safety Advisory Committee discussed the following items:

**1. Approval of the April 21, 2021 Meeting Minutes**

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes of the previous meeting.

*Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes clarifying that a General Contractor will be included as part of the project. Motion carried.*

**2. Air Cargo Facility (Temp Station #1)**

Chief Magers reviewed the memo that was prepared regarding the Air Cargo Facility that is being pursued for temporary Station #1 during construction. The original plan as presented called for only leasing the area known as the “Evergreen” suite. However, the suite adjoined to that suite, the “DHL” suite, has become available as well. Leasing this suite as well would allow for all of Station#1 operations and assets to be on site, rather than utilizing the outbuilding at Station #2 that is currently under design. After meeting with airport officials, they have indicated that the DHL suite would be available under the same rate and terms as the Evergreen suite.

Discussion ensued. The committee indicated that it would be desirable to lease both suites in order to keep Station #1 operations and assets consolidated into one site. Chief Magers indicated that a MOU for consideration is being drafted which, once executed, would allow the Township to begin necessary renovations. Actual lease would be anticipated to start 9/1/21.

*Motion by Trustee Shipley, support by Trustee Noordhoek to recommend the Township Board lease both suites for consolidated temporary Station #1 operations. Motion carried.*

**3. Station #1 Architectural Services RFP**

TM Swayze reviewed the RFP that was developed at the direction of the PSAC committee at the last meeting. The procurement schedule is aggressive, but builds in extra time for the committee to conduct site visits if they so desire. The RFP highlights that it is the intention of

the Township to hire an owner's representative, and part of the responsibilities of the successful bidder will be to assist the Township in securing those services. The scope of services is divided into four phases, each of which require approval by the Township Board to move to the next phase (Preliminary Design, Final Design, Bidding and Construction). The RFP designates the PSAC committee as responsible for making a recommendation to the Township Board. Discussion ensued.

***Motion by Trustee Shipley, support by Trustee Noordhoek to recommend the Township Board issue the RFP as presented. Motion carried***

**Adjournment:** Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:24 am

**Approved by the Public Safety Advisory Committee – July 21, 2021**