

MINUTES
CASCADE CHARTER TOWNSHIP REGULAR BOARD MEETING
Wednesday, February 9, 2005
7:00 PM

- Article 1.** Supervisor Julien called the meeting to order at 7:00 p.m.
Present: Trustee Currier, Supervisor Julien, Trustee Koessel, Trustee Beahan, Clerk Goodyke, Treasurer Carpenter, and Trustee Parrish.
Absent: None
Others Present: Manager Cravens, Deputy Clerk Biegalle, Planner Mike Deem and those listed on Supplement #1.
- Article 2.** Supervisor Julien led the Pledge of Allegiance to the Flag
- Article 3.** The revised agenda was approved on motion by Clerk Goodyke and supported by Trustee Parrish. The motion carried.
- Article 4. Approval of Consent Agenda**
- a. Approval of Township Board Minutes
 - 1. Goal Setting Meeting Minutes of 01/18/2005.
 - 2. Regular Meeting Minutes of 01/26/2005.
 - b. Receive and File Various Meeting Minutes
 - 1. Kent County Road Commission Public Hearing Minutes of 01/18/2005.
 - 2. *Zoning Board of Appeals Minutes of 1/11/2005*
 - 3. *Planning Commission Minutes of 1/18/2005*
 - c. Receive and File Various Reports
 - 1. Building Department Month End Report for January, 2005
 - 2. MDOT Grand Region 2005 – 2009 Construction Plan
 - 3. Treasurer’s Department Bank Balance Report for December, 2004.
 - 4. Treasurer’s Report – Analysis of Invested Funds as of December 31, 2004
 - 5. *Fire Department Month End Report for January, 2005*
 - d. Receive and File Communications
 - 1. Letter from Lucy Patterson and Family-re: Flowers sent for Lee
 - 2. Letter from Bob Vos – re: Library Advisory Board
 - 3. Memo from Manager Cravens-re: 2005 Gypsy Moth Spray Areas.
 - 4. Memo from Assistant Otey-re: 2004 Michigan Department of Natural Resources – Land and Water Conservation Fund Grant program.
 - 5. Invitation from Michigan Department of Environmental Quality - Air Quality Division-re: Meeting on Monday, February 14, 2005.

- e. Education Requests
 - 1. Phil Monterusso/Andy Albright- re: 16th Annual Juvenile Arson Seminar in Midland, MI

The Consent Agenda was approved on motion by Trustee Koessel and supported by Trustee Beahan. Motion carried unanimously.

Article 5. Financial Actions (None)

- a. Consider Approval of Bills, Transfers, and Payroll for January, 2005.
Trustee Koessel inquired about how often the Board reviewed the Budget items. Treasurer Carpenter and Supervisor Julien reviewed the process.
Motion to approve Bills, Transfers, and Payroll for January, 2005 was made by Clerk Goodyke and supported by Treasurer Carpenter. Motion carried.
- b. Consider Approval of Public Utilities Financial Reports for December, 2004.
Motion to approve the Public Utilities Financial Reports for December 2004 was made by Treasurer Carpenter and supported by Trustee Koessel. Motion carried.
- c. Consider Approval of General/Special Funds Financial Reports for December, 2004.
Motion to approve the General/Special Funds Financial Reports for December, 2004 was made by Trustee Koessel and supported by Treasurer Carpenter. Motion carried.
- d. Consider Approval for Township Clerk to sign Waiver and Consent form to Strike Personal Property Taxes from the Rolls.
Supervisor Julien stated this was a recurring item that happened every year. Treasurer Carpenter explained the process.
Motion to approve that the Township Clerk sign a Waiver and Consent form to Strike Personal Property Taxes from the Rolls as presented was made by Trustee Beahan and supported by Trustee Koessel.

Article 6. Public Actions(None)

Article 7. Public Comments

Article 8. Unfinished Business (None)

Article 9. New Business

011-2005 Consider Approval of Resolution Setting Meeting Dates for the Year 2005 for the Board of Review.

Treasurer Carpenter supported by Clerk Goodyke moved to approve the Resolution Setting Meeting Dates for the Year 2005 for the Board of Review. The Motion carried unanimously by roll call vote.

012-2005 Consider Approval of Resolution Amending the Policies and Guidelines to Grant Poverty Exemptions.

Manager Cravens reviewed the Resolution. Trustee Koessel asked how long exemptions were for and how do residents know we have such a policy. Manager Cravens explained the exemptions last for one year and the resident needs to come in and fill out an application for the exemption. The notice is normally published in our newsletter. Motion by Trustee Koessel supported by Trustee Currier to approve the Resolution Amending the Policies and Guidelines to Grant Poverty Exemptions as presented. Motion carried unanimously by roll call vote.

013-2005 Consider Adoption of the 2005 Goal Statements.

Manager Cravens reviewed the process that had already taken place regarding establishing 2005 Goals for the Board. The Board was presented with a Goal Statement of thirteen goals. Supervisor Julien suggested that the Board adopt nine goals instead of thirteen. Trustee Beahan asked what Township programs were being referred to in the goal that referred to cost effectiveness and use by Township residents. Manager Cravens gave a few examples. (i.e., Leaf pickup, Gypsy Moth Spraying, and Spring Clean-up). Manager Cravens was asked to investigate the goal that addresses a voluntary senior information program to aid in emergency response. Supervisor Julien asked Manager Cravens to take two months and look into if this program would be value added and what was already available within the Sheriffs department. Manager Cravens will submit a report in two months. Clerk Goodyke spoke a little about the goal addressing the construction of the Library Enrichment Center. Clerk Goodyke said the enthusiasm was growing by leaps and bounds. Discussion continued on each goal submitted. Motion by Trustee Koessel and supported by Clerk Goodyke to adopt the following Goals as the Boards 2005 Goal Statement:

- Coordinate the purchase of parkland or open space with our land preservation funds.
- Hold (2) cultural events this summer at Leslie E. Tassel Park.
- Hold semi-annual meetings with all Township boards, commissions and committees to discuss goals and common issues.
- Work with the “Rapid” to create additional transportation opportunities for seniors and people with disabilities who work in Cascade Township.
- Support the efforts of the Cascade Community Foundation to create a separate Cascade telephone directory, as a means to create an identity for Cascade.
- Review various Township programs to determine their cost effectiveness and use by Township residents and review

recycling programs that are available to our residents to determine their effectiveness.

- Research the feasibility of making Cascade “wireless”.
- Establish a consistent plan for the installation of sidewalks along 28th St.
- Finish planning and start construction of the library addition, including a history room.
- Review and Implement the recommendations in the disability accessibility study (conducted by Disability Advocates) for all Township-owned facilities.

Motion carried unanimously.

014-2005 Consider Request from William Papke for final preliminary approval to create a site condominium with 13 lots in the R-1 Zone at 1227 Thornapple River Drive.

Planner Mike Deem reviewed the application with the Board. The applicant is seeking final preliminary approval to create a site condominium with 13 lots in the R-1 zone. The parcel size is 15.16 acres located near Ada Township Lion’s Park, with an address of 1227 Thornapple Drive. Planner Deem reviewed the staff recommendations as follows:

- The center turn lane is to be installed to the approval of the Kent County Road Commission.
- The Kent County Drain Commission is to accept the drain system under a 433 agreement.
- A letter of credit is to be received by the Township to cover the engineering costs identified under Section 4.4L of the Cascade Township Subdivision Ordinance.
- The applicant is to receive a Pathway Cutting Permit to do work on the pathway.
- A letter of credit is to be received by the Township to cover the costs for installing the street lighting.
- A landscaping bond be provided for the street trees.

Clerk Goodyke questioned the Pathway Cutting Permit and the three day limit of having the pathway disturbed. Manager Cravens stated that the applicant and the Township would need to modify the three day period. Treasurer Carpenter asked when the street lights would be installed. The applicant stated they would be installed with the construction of the street. Clerk Goodyke also questioned the air strip located on the acreage in question. The applicant stated that there is some movement being made to dissolve the air strip. Motion by Trustee Koessel and supported by Clerk Goodyke to approve the final preliminary approval to create a site condominium at 1227 Thornapple River Drive with the six staff recommendations as presented to the Board. Discussion followed.

Mr. William Papke addressed the Board regarding the 433 Agreement that is being recommended by staff. Mr. Papke presented an alternative proposal for the infiltration basin. Mr. Papke also stated that he was not opposed to the 433 but there was an issue with a letter from the Kent County Drain Commissioner dated January 31, 2005 regarding the infiltration basin. Mr. Papke felt the Drain Commissioner had changed his mind on what needed to be done too late in the planning of the site condo project. Supervisor Julien agreed with Mr. Papke and asked Manager Cravens to resolve this issue between the Township, County Drain Commissioner and Mr. Papke. At this time Trustee Koessel withdrew his motion to approve the final preliminary plans the site condominium located at 1227 Thornapple River Dr., Clerk Goodyke agreed. Motion by Trustee Koessel and supported by Trustee Parrish to table the request until the next regular Board meeting on February 22, 2005. Motion carried unanimously.

015-2005 Consider Request to authorize Treasurer Carpenter to Transfer \$50,000.00 from the Skutt Fund and \$50,000.00 from the Good Fund to the Citizens for the Cascade Library.

Clerk Goodyke reviewed the request for the transfers from the Skutt and the Good Funds. Supervisor Julien explained the purpose of the funds were to aid in the Library functions, however the Board saw fit. Over the years, the Board has used the funds very sparingly for miscellaneous Library needs/requests. Supervisor Julien requested that there be some appropriate recognition to the Skutt/Good Funds. Trustee Currier raised the question on why we needed to withdraw the monies at this time. Clerk Goodyke responded by stating the Committee needs to raise \$700,000.00 for the renovation of the Library. He also stated the Committee needs to know how much they needed to raise. In transferring the monies now, they have a good starting point on where they are headed regarding raising the additional monies. Motion by Trustee Parrish and supported by Treasurer Carpenter to Authorize the Transfer of \$50,000.00 from the Skutt Fund and \$50,000.00 from the Good Fund to the Citizens for the Cascade Library. Motion carried.

Ayes – 6

Nays – 1 (Trustee Currier)

016-2005 Discussion and Consideration of Community Development Block Grant (CDBG) Money.

Manager Cravens reviewed the Community Block Program with the Board. Manager Cravens explained the Township had not allocated any of its Community Development Block Grant monies in the last three years. Cascade Township would like to submit a proposal to set aside \$12,000.00 for home repairs for low income Township residents. This program would apply to owner occupied homes and would allow low income residents to apply for assistance if their house needed some type of repair (water

heater, furnace, roof, etc.) and the homeowner was unable to fund the repair.

Currently, the Kent County Community Development Department has an owner occupied rehabilitation loan program in place and they would essentially “Operate” the program for the Township. The Community Development Department would set aside the money the Township allocates for the program. If a resident contacted the Township for assistance, Township staff would provide the homeowner with the information for this program and the homeowner would apply through the Community Development Department. This program could also be suggested to a homeowner who has a violation of the Property Maintenance Code, which is being considered by the Board currently. The improvements are generally limited to items that would result in making the home “decent, safe, and sanitary”. Cascade Township would be applying to allocate \$12,000 of our Community Development Grant money to this program.

Motion by Trustee Koessel and supported by Clerk Goodyke to Authorize the allocation of \$12,000.00 of Cascade Townships Community Development Grant monies to the Emergency Home Repair Program for low income residents within Cascade Township. Motion carried unanimously.

Article 10. Managers Comments

Manager Cravens addressed the following:

- Setting up the semi-annual meeting with all the Township boards, commissions and committees to discuss goals and common issues. March 9, 2005 was recommended for the meeting date. Manager Cravens will submit a tentative agenda for discussion at the Boards next regular meeting.
- Subcommittee Appointments...A list was distributed to Board members regarding the four subcommittees (i.e., Budget, Personnel, Fire, and Utilities) to work on complex problems or issues before they go before the whole Board. The process has worked very well, giving some Board input on these problems or issues before a final recommendation is formalized and brought before the entire Board. Manager Cravens asked for each Board member to think about which subcommittee or subcommittees they would like to participate on.

Article 11. Board Member Comments

Trustee Beahan stated he had just recently attended a meeting with Habitat for Humanity and felt what the Board had decided to do with Cascade’s CDBG monies was a great idea.

Trustee Koessel presented material he had received from the Michigan Township Association regarding compensation issues regarding a

Township Trustee not being compensated for attending additional meetings outside of the Board Meetings. Supervisor Julien had asked Trustee Koessel to bring in the material so that he could look at it. Supervisor Julien asked Manager Cravens to conduct a Compensation Study regarding Township Boards/Committees compensation. Treasurer Carpenter passed out a flier on a Community Foundation Fund Raiser that D&W is conducting Feb 14th – Feb 16th. Treasurer Carpenter also reminded all Board members that property taxes were due Feb. 14th. Clerk Goodyke reported on the National Issues Forum that was held recently in Cascade Township. He felt the Forum was quite interesting and very positive. Clerk Goodyke has requested a copy of the report and will pass along to the other Board members. Clerk Goodyke felt that we should be doing this on a regular basis. Supervisor Julien relayed he had a conversation with a Developer who stated that he believes our committee process works better than any other community he has worked with.

Article 12 Adjournment

Motion by Clerk Goodyke and supported by Trustee Parrish to adjourn. Motion carried unanimously.

Meeting adjourned 9:15 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Ron Goodyke, Clerk

Michael R. Julien, Supervisor