



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546

NOTICE OF PUBLIC MEETING VIA IN-PERSON ATTENDANCE AND VIDEO CONFERENCE

In accordance with Public Act 228 of 2020, which declares that public bodies subject to the Open Meetings Act can use telephone and/or video conferencing technology to meet and conduct business during the ongoing COVID-19 pandemic between March 30, 2021 and December 31, 2021 (subject to a local State of Emergency declaration, which has been declared by Kent County), the Cascade Charter Township Board of Trustees will conduct a regular meeting on Wednesday, April 28 at 7:00pm utilizing both in-person attendance and the Zoom video conferencing platform, for the purpose of conducting official business while complying with the Michigan Department of Health and Human Services orders and recommendations designed to help prevent the spread of COVID-19. For up-to-date information regarding the ongoing public health crisis, please visit:

<http://www.Michigan.gov/coronavirus> or <http://www.CDC.gov/coronavirus>

INSTRUCTIONS FOR ACCESS AND PARTICIPATION

Meeting ID: 839 0695 9792

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83906959792>

iPhone one-tap :

US: +19292056099,,83906959792#

or

+13017158592,,83906959792#

Telephone:

(for higher quality, dial a number based on your current location):

+1 312 626 6799

or +1 929 205 6099

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Members of the public with disabilities may utilize the Michigan Relay System (7-1-1) to participate in the meeting. If other aids or services are needed for individuals with disabilities please contact the Township Assistant Township Manager, Stephanie Fast, at sfast@cascadetwp.com or 616-949-1500 at least 24 hours prior to the meeting

PUBLIC PARTICIPATION

Members of the public wishing to attend virtually will be able to listen to and view all discussion by the Township Board and all official materials for this meeting prepared for the Township Board will be included in the meeting packet and available to the public on the Township website www.cascadetwp.com. Individuals will be permitted to speak during public comment periods in accordance with the Township Remote Public Meeting Procedure Policy.

If you would like to contact the Cascade Township Board about any matter, on the agenda or otherwise, please do so via email at the addresses below a minimum of 8 hours prior to the meeting. If you wish comments to be read into the public record during the public comment period, you must indicate so and draft communication that can be read in the allotted 3-minute timeframe.

Supervisor Grace Lesperance: glesperance@cascadetwp.com

Clerk Sue Slater: sslater@cascadetwp.com

Treasurer Ken Peirce: kpeirce@cascadetwp.com

Trustee Jim Koessel: jkoessel@cascadetwp.com

Trustee Timmy Noordhoek: tnoordhoek@cascadetwp.com

Trustee Tom McDonald: tmcdonald@cascadetwp.com

Trustee John Shipley: jshipley@cascadetwp.com

Manager Ben Swayze: bswayze@cascadetwp.com

**AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, April 28, 2021

7:00 P.M.

HYBID FORMAT

Wisner Center

2870 Jacksmith Drive SE, Grand Rapids 49546

AND

Via video conference software Zoom

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**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Minutes
 1. Township Board Minutes – 3/24/21 (Corrected)
 2. Township Board Minutes – 4/14/21
 3. DDA Meeting Minutes – 3/30/21
 4. Personnel & Finance Committee – 3/10/21
 5. Public Safety Advisory Committee – 3/17/21
 - b. Receive and File Reports
 1. Downtown Development Authority Annual Report –2021
 2. Cascade Historical Society Annual Report - 2021
 - c. Receive and File Education Requests
 1. Stephanie Fast – Human Resources in Organizations – Grand Valley State University
 - d. Receive and File Communication
None
- Article 7. Financial Actions**
- a. Consider Approval of March 2021 Payroll, Payables and Transfers
 - b. Consider Approval of Mach 2021 Financial Reports

Article 8. Unfinished Business

- 025-2021 Consider Kent County Designated Assessor Interlocal Agreement** *(This Item Must Be Removed from the Table)*
- 031-2021 Consider Resolution Approving Brownfield Redevelopment Authority Amended By-Laws** *(This Item Must Be Removed from the Table)* **(Roll Call)**
- 033-2021 Consider Interurban Transit Partnership (The Rapid) Transportation Services Contract for Route 5 (33rd/36th Street)**

Article 9. New Business

- 040-2021 Review and Consider the Robinson Dental Brownfield Grant/Loan Application**
- 041-2021 Review and Consider the Proposal for Consulting Services – Brownfield Redevelopment Authority**
- 042-2021 Consider Award of a bid for Township Legal Services**
- 043-2021 Consider Outdoor Gathering Permit for Watermark Properties**

Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

Article 12. Manager Comments

Article 13. Board Member Comments

Article 14. Adjournment

**MINUTES OF THE
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, March 24, 2021
Virtual Zoom Meeting
7:00 P.M.

Article 1. Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek.
Absent: None
Also Present: Township Manager Swayze, Assistant Township Manager Fast and DDA/Economic Development Director Korhorn.

Article 2. Supervisor Lesperance led the Pledge of Allegiance.

Article 3. Approval of Agenda
Motion was made by Trustee Shipley and seconded by Clerk Slater to approve the Agenda with a change to the Consent Agenda that item e. be moved to New Business as 035-2021. Motion carried unanimously.

Article 4. Presentations
Report of visit to Portage Fire Station by Trustee Noordhoek.

Article 5. Public Comments

Article 6. Approval of Consent Agenda

- a. Receive and File Minutes
 - 1. Township Board Minutes – 3/10/2021
 - 2. Public Safety Advisory Committee Minutes-2/8/21
 - 3. Personnel Finance Committee Minutes-2/10/21
- b. Receive and File Reports
 - 1. Treasurer’s Report-November 2020
- c. Receive and File Education Requests
 - 1. None
- d. Receive and File Communication
 - 1. None

Motion was made by Trustee Shipley and seconded by Trustee Koessel to approve the Consent Agenda as presented (with change noted above). Motion carried unanimously.

Article 7. Financial Actions
a. None

Article 8. Unfinished Business

Article 9. New Business

031-2021 Consider a Resolution Approving the Brownfield

Redevelopment Authority (BRA) By-Laws (Roll Call)

Motion was made to table by Trustee Noordhoek, seconded by Trustee McDonald. Motion carried unanimously by roll call vote.

032-2021 **Consider a Resolution Adopting the 2021 Poverty Exemption Policy & Guidelines (Roll Call)**

Motion was made for approval by Trustee McDonald and seconded by Trustee Shipley. Motion carried unanimously by roll call vote.

~~032-2021~~
033 **Consider Interurban Transit Partnership (The Rapid) Transportation Services Contract**

Motion was made for approval by Trustee Koessel, seconded by Treasurer Peirce with the provision DDA is asked to fund at 100%. Motion carried with a vote of 4-3. In favor: Treasurer Peirce, Clerk Slater, Trustee Koessel, Trustee McDonald. Opposed: Trustee Noordhoek, Trustee Shipley, Supervisor Lesperance.

~~033-2021~~
034 **Consider a Resolution Establishing the Ad Hoc Laraway Lake Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters (Roll Call)**

~~034-2021~~
035 **Consider a Resolution Establishing the Ad Hoc Thornapple River Special Assessment District No. 1 Committee, Specifying its Duties and Covering Other Matters (Roll Call)**

Motion to table both items (33/34) by Supervisor Lesperance, seconded by Trustee Noordhoek due to a procedural error in the SAD process which renders it defective. The pre-condition was not pre-certified per state statute. Motion carried unanimously by roll call vote.

~~035-2021~~
036 **Deputy Positions Re-alignment**

Motion for approval by Tom McDonald, seconded by Jim Koessel. Motion carried by roll call vote 6-1. In favor: Trustees McDonald, Koessel, Shipley and Noordhoek, Treasurer Peirce, Supervisor Lesperance. Opposed: Clerk Slater.

Article 11. **Public Comments**

~~Keely Shay-7486 Alaska Ridge-addressed the board about her concern regarding requested information on the CARES act funds. Thanked Supervisor Lesperance for stepping in to Cascade government and her inspiration for residents to become informed and pay attention. Stated due to her neighborhood's earlier dismissal by the Board for internet service from the federal CARES funding led them to submit a FOIA request on 1/7/21 for receipts for dispersal of \$217,000 in federal CARES funds and that it had not been answered.~~

Kristin Carlson-7200 Red Bud Lane-(written comments) is not in favor of bus service funded by the DDA.

Craig Meurlin - 6333 Thornhills Ct. SE. – The bus is a good thing for those who need to get to Cascade for their employment. He also now understands why the

Board would not agree to fund internet for private residents; also he checked a resource which indicates Cascade does have 100% coverage. ADDITIONAL COMMENTS: Mr Meurlin was disappointed the Board turned down the Alaska Ridge residents. He doesn't think the performance dashboard of the township is accurate.

Article 12. Manager Comments

Article 13. Board Member Comments

Trustee Shipley offered the following comments:

Thanked the residents for attending the meeting.

Reminder that offices in the Township are hired by the board; the board is hired by the residents.

Trustee McDonald-thinks the board is doing a good job and certainly looking out for residents' and business' interests.

Supervisor Lesperance thanked residents for their oversight of the board.

Trustee McDonald thanked Mr Meurlin for mentioning the importance of bus service for those less fortunate.

Trustee Koessel-acknowledged Treasurer Peirce and Jim Horman (architect) for detailed explanation of costs related to the fire station plans.

Supervisor Lesperance-thanked Trustee Noordhoek for suggestion to visit the Portage Fire Station.

Article 14. Adjournment

Motion was made by Trustee Noordhoek and seconded by Trustee McDonald to adjourn. Motion carried unanimously.

Meeting adjourned at 8:12 p.m.

Sue Slater
Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

**MINUTES OF THE
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, April 14, 2021

HYBRID FORMAT

Wisner Center

2870 Jacksmith Dr SE

AND

Virtual Zoom Meeting

7:00 P.M.

- Article 1.** Supervisor Lesperance called the meeting to order.
Present: Supervisor Lesperance, Clerk Slater, Treasurer Peirce, Trustees Koessel, McDonald, Shipley and Noordhoek.
Absent: None
Also Present: Township Manager Swayze, Assistant Township Manager Fast, Boy Scout Andy Dzik for Eagle Scout qualification, and those listed on the supplement.
- Article 2.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 3.** **Approval of Agenda**
Motion was made by Trustee Koessel and seconded by Trustee Shipley to approve the Agenda. Motion carried unanimously.
- Article 4.** **Presentations**
No presentations; a reminder from Supervisor Lesperance the PFAS informational meeting will be held Monday, April 19, 2021 at 6 pm via ZOOM.
- Article 5.** **Public Comments**
None
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Minutes
 - 1. Township Board Minutes – 3/24/2021. Clerk Slater made a correction to the numbering of the items in the minutes as follows: the second item #32 becomes 33, 33 becomes 34, 34 becomes 35, 35 becomes 36. The original and correction will be noted on the original document. Additional corrections were made in Article 11. Public Comments.
THESE MINUTES WERE NOT APPROVED AS PART OF THE CONSENT AGENDA DUE TO FURTHER CORRECTIONS NEEDED.
 - b. Receive and File Reports
 - 1. Cascade Inspection Services Report-March 2021
 - 2. East Precinct Reports-4th Quarter 2020
 - 3. East Precinct Reports-Year End 2020
 - c. Receive and File Education Requests
 - 1. Jim Walker & Colin Rodriguez--Live Fire Spring Training Camp-April 18-20, 2021; Fairland, IN
 - 2. Dennis Rowlander & Bill Benoit--COCM Conference-May 10-

Township Board Minutes

April 14, 2021

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12, 2021; Bay City, MI

d. Receive and File Communication

1. Kent County Road Commission-2021 Budget & Five Year Improvement Plan

Motion was made by Trustee Noordhoek and seconded by Trustee Shipley to approve the Consent Agenda as presented with the exception of item a. 1. above (Township Board Minutes 3/24/2021). Motion carried unanimously.

Article 7. Financial Actions

a. Consider Approval of February 2021 Payroll, Payables and Transfers

b. Consider Approval of February 2021 Financial Reports

Motion was made by Trustee Shipley, seconded by Trustee Koessel to approve Financial Actions. Motion carried unanimously.

Article 8. Unfinished Business

None

Article 9. New Business

036-2021 Consider a Contract with Hamilton Helicopters Inc. for Gypsy Moth Suppression Services

Motion was made for approval by Trustee Shipley, seconded by Trustee McDonald. Motion carried unanimously by roll call vote.

037-2021 Consider Appointments to the Parks Committee

Motion was made for approval by Trustee McDonald, seconded by Trustee Koessel. Motion carried unanimously.

038-2021 Consider Appointments to the Citizen PFAS Advisory Committee

Motion was made for approval by Trustee Koessel, seconded by Trustee McDonald. Motion carried unanimously.

Article 11. Public Comments

1. Craig Meurlin-6333 Thornhills Ct. Commented on police response time being 15 minutes vs. fire response time 4 minutes. Manager Swayze explained that is an average: a burglar is obviously going to get a faster response than a broken-into garage for a rake.
2. Paul Strauss-7474 Alaska Ridge-inquired about status of Thornapple River SAD; Supervisor Lesperance stated she would address it in her comments.
3. Keely Shay-7486 Alaska Ridge-requested a Q & A for residents with cited sources for answers. Inquired who made the decision for masks/lockdowns in Cascade Twp.
4. LuAnne Strauss-7474 Alaska Ridge-inquired about expected additional CARES funding for Cascade. Manager Swayze indicated \$1.9 million is expected (half in June, remainder in 1 year); we have until 2024 to spend it and it can be used for water, sewer, broadband plus additional unknown categories.

Article 12. Manager Comments

Nothing further

Article 13. Board Member Comments

Treasurer Peirce stated it was great to see everyone again.
Trustee Koessel: Good to be here in the Wisner after a year.
Trustee Shipley thanked the residents for attending the meeting.
Trustee Noordhoek said it was great to see everyone.
Supervisor Lesperance commented that she has referred the Thornapple and Laraway Lake SAD matter back to Attorney Cliff Bloom with a request to forward corrections to the Board as soon as possible. Also mentioned the Parks Committee is still discussing the viability of purchasing the Wycliffe property.

Article 14. Adjournment

Motion was made by Trustee Shipley and seconded by Trustee Noordhoek to adjourn. Motion carried unanimously.
Meeting adjourned at 7:40 pm.

Sue Slater
Clerk

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk

Minutes
Cascade Charter Township
Downtown Development Authority Board of Directors
March 30, 2021 9:00 a.m.
Virtual Meeting

SPECIAL MEETING

ARTICLE 1. Chairwoman Puplava called the meeting to order at 9:00 a.m.
Members Present: Stephan, Growney, Puplava, DeWitt, Vogel, Kleyla,
and Lesperance
Members Absent: Makkar, Siegle
Others Present: DDA Director Sandra Korhorn, Assistant Township Manager Stephanie
Fast, and Township Manager Ben Swayze

ARTICLE 2. Approve the Current Agenda.

**Motion was made by Member Stephan to approve the current Agenda. Supported by
Member DeWitt. Motion carried 7 to 0.**

ARTICLE 3. Approve the Minutes of the February 16, 2021 meeting.

**Motion was made by Member DeWitt to approve the Minutes of the February 16,
2021 meeting. Supported by Member Stephan. Motion carried 7 to 0.**

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

(Comments are limited to five minutes per speaker)

There were no visitors that wished to speak.

ARTICLE 5. Discuss and Consider The Rapid Bus Funding

Chairwoman Puplava stated that this meeting was called to discuss the recent decision
by the Township Board to extend The Rapid contract through September with the
condition that the DDA cover 100% of the contract cost. Chairwoman Puplava asked
Manager Swayze to review the Staff Report that he provided to the Township Board for
their meeting. Manager Swayze stated that this report included three years of ridership
data, a rider survey, and business survey.

Manager Swayze stated that The Rapid contracts run October 1st – September 30th, and
before signing the 2020/2021 contract, The Rapid asked to extend the current contract
by three months to help them identify state and federal funding, which would in turn
effect the rates charged to Townships. Manager Swayze stated that at that time the

Township Board did agree to extend the contract through the end of December 2020. Manager Swayze stated that in December of 2020 the Township received the proposed contracts for The Rapid, and at that time they contract included a 12.08% increase, which would increase the hourly rate from \$68.48 to \$76.75. Manager Swayze stated that the Township asked for alternatives to consider, which included physically altering the route, altering the route frequency, or altering the funding model. Manager Swayze stated that The Rapid offered an altered funding model, which would only charge the Township for the time a bus is physically in Cascade Township, and not for the “full bus” being in service on other parts of 28th Street. Manager Swayze states that this results in a savings of \$57,943 for the rest of this year (May 15 – Sept. 30), which is a 37.2% decrease.

Manager Swayze stated that The Rapids leadership has decided that bus service will continue in Cascade Township through the end of September regardless of any decision the Township makes. If the Township decides to end the contract, The Rapid will use this time to notify businesses and riders that the route will end at that time.

Chairwoman Puplava asked if the Township is current with payment to The Rapid, or if there will be any back payment the DDA will need to consider in making this decision. Manager Swayze stated that the payment is current.

Chairwoman Puplava asked if a new contract will be required in order to receive the new funding model, or if the new funding model will be given regardless. Manager Swayze stated he will have to double check, but assumes a new contract will be needed.

Member Lesperance stated the prior full bus model was Cascade Township being charged the cost to bring a bus from the garage to the Cascade Route, when it was actually an extension of the 28th St. line from Kentwood. Chairwoman Puplava asked when that payment change became effective. Member Lesperance stated that she believes that to be undetermined yet, as the current contract ends in May; Manager Swayze stated that the contract is already expired, and the payments being made are based on the 2019/2020 contract.

Member Lesperance stated that she does not believe this decision to be an emergency, and that the Township/DDA should not pay anything until September. At that time Member Lesperance thinks the DDA should evaluate if The Rapid service is needed.

Chairwoman Puplava stated that she believes this decision to be urgent as the current contract could be cancelled with short notice. Chairwoman Puplava stated that the DDA has decided several times that the bus service provides value to business owners, and will need to decide if the money is available to continue to support these business and local economic development. Chairwoman Puplava is concerned about the possibility of a sudden stop of service, and stated that the Bus Committee that met periodically should be reconstituted with Members of the DDA and Township Board so that options

can be determined. Chairwoman Puplava reiterated that she is not comfortable with the Township Board making this decision as they have made it clear this decision is not a priority.

Member Lesperance states that she believes the circumstances of the last month regarding discussions with The Rapid have been confusing. Chairwoman Puplava agrees, and stated that any offer of continuing service through September by The Rapid needs to be documented.

Member Lesperance asked Manager Swayze get the offer made by The Rapid in writing. Manager Swayze clarified that The Rapid only offered to continue service for free through September if the Township indicates that they will no longer be funding the service. If a decision is *not* made, the month-to-month rate will need to be continued to be paid. Manager Swayze stated that he will get this in writing.

Chairwoman Puplava stated that she would like to hear from fellow Board Members about their thoughts on continuing this bus service.

Member Vogel stated that without having engaged business with a statement such as “We are looking to potentially discontinue the bus service, what is the impact to your business?”, it is hard to determine specific/future needs, especially during a pandemic. Member Vogel also states that riders of this bus route should be notified and given the chance to voice their opinion. Member Vogel states that although he wasn’t part of the formation or introduction of this bus route, it was deemed to be important and should be methodically unwound if that is the decision. Member Vogel states that open dialogue is very important in this decision as it can have an effect on the future of the DDA, and a decision to stop the bus service would be hard to get back if wanted in the future.

Chairwoman Puplava stated that she has reviewed the budget, and asked Director Korhorn and/or Manager Swayze to confirm that there is room in the budget to cover 100% of the cost of bus service, even at full price. Manager Swayze stated that is correct, however a budget amendment would need to be made as there isn’t enough money in the expenditure line item right now. Manager Swayze stated that he can provide those calculations before the next meeting.

Chairwoman Puplava asked if funding the bus service would be taking away from any other projects. Director Korhorn stated there are no current projects that need to be budgeted for at this time.

Member Vogel asked what the cost per month for the bus service is. Manager Swayze stated that he can provide that calculation before the next meeting.

Member Vogel asked if any of the larger businesses (Meijer, for example) have been engaged/notified that the bus service may go away, and if this decision will impact any relationships within the community. Director Korhorn stated that they have not been engaged at this time.

Chairwoman Puplava asked about YMCA, and if they had provided any monetary contribution. Director Korhorn stated that they did install a shelter for the bus stop at their location, but no monetary contribution.

Member Stephan stated that he did call some local businesses (15 businesses within the Township), and was told that 13 employees that work at hotels use the bus service, and 12 employees of quick stop restaurants use the bus service. Member Stephan stated that the data provided by Manager Swayze indicated that ridership significantly decreases after Walmart, and wonders if Walmart can be the “end point” of the service. Member Stephan stated that one of the hotels he talked to mentioned that the bus service availability is often used while looking for and hiring employees. Member Stephan stated that bus service availability has been inquired about by business owners in the DDA district in the past as well, and echoes Member Vogel in his statement that the bus service will be hard to get back if it is discontinued.

Member Lesperance asked about the process of continuing or discontinuing the service and what kind of decision needs to be made first. Chairwoman Puplava suggests that a vote be taken today to determine whether the DDA should take over the responsibility of negotiating and funding the bus service during the remainder of the term, although the specific term and cost is still unknown. Chairwoman Puplava believes that an initial decision of whether or not the DDA wants to pursue a relationship with The Rapid in the future needs to be made before anything else.

Member Stephan asked Manager Swayze to clarify that the only way the bus service will be no cost to the Township until September 2021 is if the Township decides “now” that they will not continue with service in the future. Manager Swayze states that he will need to get that in writing from The Rapid, but that is how he understood the conversation as The Rapid did not want to suddenly discontinue the route regardless of the Township decision.

Chairwoman Puplava suggested the following proposal; Move that the DDA continues supporting negotiations regarding continued bus service. Chairwoman Puplava suggests that a more concrete plan be added to the April agenda to be considered.

Member Lesperance suggests that the proposal also state that the DDA will get detailed statistics and information on local businesses and the community.

Member Vogel stated that a later decision can be made about what information is needed, and believes that a vague proposal is ok now as there is so much information

missing. Member Vogel also believes that the DDA should let The Rapid know which way they are leaning with their decision as soon as possible.

Chairwoman Puplava states that the DDA should also inform the Township Board about how they are leaning, and believes that a committee needs to form in order to evaluate cost, ridership, need, gather public comment, etc.

Member Lesperance states that all of that information is needed as this conversation comes up frequently.

Chairwoman Puplava stated that this information has been gathered in the past, and believes it has not changed much with the exception of the impact of the pandemic in 2020.

Motion was made by Member Lesperance that the DDA consider extending its relationship with The Rapid rather than an immediate termination at the close of contract. Supported by Member DeWitt.

Motion was made by Chairwoman Puplava to amend Member Lesperances motion to remove the word "immediate" and replace it with "termination before September".

The amended motion reads as follows:

Motion was made by Member Lesperance that the DDA will consider extending service instead of terminating before September. Amended Motion Supported by Member Kleyla. Motion carried 7 to 0.

Motion was made by Member Lesperance that the DDA will consider extending service instead of terminating before September. Motion Supported by Member Kleyla. Motion carried 7 to 0.

Manager Swayze asked if he should set up a meeting with The Rapid and a representative of the DDA for the purpose of gaining clarity and/or negotiation. Member Lesperance stated that she will volunteer to be part of this, Chairwoman Puplava also volunteered to attend this meeting. Members Stephan and Vogel volunteered to be part of the future bus committee; Member Vogel also stated that he is willing to attend a meeting with The Rapid if needed.

ARTICLE 6. Any Other Business

Chairwoman Puplava stated since there was no earlier public comment, she would allow it at this time.

Assistant Manager Fast stated that there were no members of the public wanting to make a comment.

ARTICLE 7. Adjournment

Motion was made by Member Stephan to adjourn the meeting. Supported by Member DeWitt. Motion carried 7 to 0. The meeting adjourned at 9:59 a.m.

Respectfully Submitted,
Rene Growney, Secretary

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
March 10, 2021 at 9:00am
Held via Zoom Remote Conferencing Software &
Large Conference Room at Township Hall
2865 Thornhills SE, Grand Rapids, MI 49546

Members Present: Supervisor Lesperance, Treasurer Peirce, Trustee Koessel

Others Present: Township Manager (TM) Ben Swayze, Manager of Assessing Service (MAS) Jennifer Genter

Call to Order: Trustee Koessel called the meeting to order at 9:00 a.m.

Business: The Personnel & Finance Committee discussed the following items:

1. Approval of the February 10, 2021 Meeting Minutes

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

Motion by Supervisor Lesperance, supported by Treasurer Peirce to approve the minutes. Motion carried.

2. 2021 Cascade Township Poverty Exemption Guidelines

MAS Genter reviewed the changes to the poverty exemption guidelines from the State. Many of the changes are required and have already been included in the updated document. MAS Genter explained that the Township Board will need to decide whether eligible applicants can apply for a 25%, 50% or 100% reduction of their taxable value. Prior to the changes in PA 253 of 2020, 100% was the only option. Discussion ensued.

MAS Genter reiterated that current applicants are eligible for 100%. She also indicated that the Township rarely gets applications for the program. The committee agreed that keeping the 100% exemption for qualified applicants is the best course of action.

Motion by Treasurer Peirce, supported by Supervisor Lesperance to recommend the Township Board approve the 2021 Cascade Township Poverty Exemption Guidelines with the 100% option. Motion carried.

3. Proposed Contract with ITP for Bus Service (May 15, 2021 – September 30, 2021)

TM Swayze reviewed the proposed contracts for bus service. TM Swayze explained that in December 2020 the Township received proposed contracts with the Rapid for the 28th Street and 36th Street service. While the contract year typically begins in in October, the Rapid had agreed to extend the contracts at the previous rate for 3 additional months while they worked

on adjusting rates based on State and Federal funding levels that they expected to fluctuate due to the effects of the Covid-19 pandemic.

The proposed contracts received in December contained a 12.08% increase from \$68.48 to \$76.75. At the time the Township indicated to the Rapid that the increase was not acceptable and that we would need to come up with alternatives, including altering the physical route, altering the route frequency or altering the funding models, before the Township would consider the new contracts.

After review the potential alternatives, The Rapid has agreed to a funding model that takes into account the “revenue hours” model in Cascade rather than the Township bearing the “full bus cost” model that had been previously utilized. Under the full bus cost model, the Township was responsible for paying the full amount of the additional bus that had to be added to Route 28 in order to serve Cascade. Under the new revenue hours model, the Township will only pay for the time the bus is actually in Cascade Township, effectively sharing part of the cost of the service with the Rapid.

The resulting savings is \$57,943.18, or 37.2% over what it would have been utilizing the old model. It should be noted that this savings is for the 28th Street route only, the 36th Street route already was serviced under the revenue hours model. If approved it is anticipated that the savings would be allocated to the general fund portion of the payments.

Discussion ensued regarding the value of the bus system to the Township residents and businesses. Question was raised regarding shortening the bus route or altering service hours. TM Swayze indicated that if the “revenue hours” model is adopted altering the route and/or hours may reduce costs further. TM Swayze indicated that the recommendation would be for the DDA to cover 75% of that contract – but that would need to go to the DDA for further discussion.

Motion by Treasurer Peirce, supported by Trustee Koessel to recommend the Township Board approve the contracts with the ITP for Bus Service. Motion Carried 2-1 (Lesperance dissent)

4. Cash Flow Statements

TM Swayze and Treasurer Peirce reviewed the cash flow statements that had been produced by Deputy Treasurer Sourine. Discussion ensued.

No action, review only

5. Position Realignment

TM Swayze gave an update on the potential realignment of the Deputy positions.

No action, review only

Adjournment: Motion by Treasurer Peirce, supported by Supervisor Lesperance to adjourn the meeting. Motion carried. Meeting adjourned at 10:14 am

Approved by the Personnel & Finance Committee – 4.14.21

DRAFT

CASCADE CHARTER TOWNSHIP
PUBLIC SAFETY ADVISORY COMMITTEE MEETING
March 17, 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 February 18, 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 as presented. Motion carried.

2. PSAC Committee/Board Visit to Portage Fire Station #2

TM Swayze explained that Trustee Noordhoek has requested that we look into a possible visit to Portage Fire Station #2, which was highlighted during the Fire Station #1 presentation at the last Township Board meeting. Chief Magers reviewed the conversation he had with the Portage Chief regarding possible visits.

Discussion ensued. The general consensus was that the entire Board will be invited to the Portage Station walk through. Chief will follow up with the committee after the meeting to confirm the visit day/time.

No action, discussion only

3. Fire Station #1 Design/Bid/Build Process

TM Swayze and Chief explained that at the March 10 Township Board meeting the Township Board reviewed the presentation on Station #1 and approved a design/build contract with Progressive AE for the Fire Station #2 outbuilding. In order to move the Fire Station #1 project forward we will need to determine the process to be used (Design/Bid vs. Design/Build) and the process to be used for the procurement of those services. Discussion ensued. TM Swayze reviewed the different processes that could be considered.

The committee discussed the pros and cons of the different processes and agreed a design/bid process would be the best fit for this project. Discussion ensued on whether the design Chief

Magers indicated he has been happy with Progressive AE/Redstone thus far. The committee requested staff engage Progressive AE/Redstone for a design/bid proposal.

No action, staff direction only.

Adjournment: Motion by Trustee Noordhoek, supported by Treasurer Peirce to adjourn the meeting. Motion carried. Meeting adjourned at 9:28 am

Approved by the Public Safety Advisory Committee – 4.21.21

DRAFT



CASCADE CHARTER TOWNSHIP



Cascade Downtown Development Authority

2020 Annual Report

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Cascade Charter Township	TIF Plan Name	For Fiscal Years ending in
<small>Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2020.</small>	Downtown Development Authority	DDA Development Plan & Tax Increment Financing Plan 1993	2020
Year AUTHORITY (not TIF plan) was created:		1993	
Year TIF plan was created or last amended to extend its duration:		2012	
Current TIF plan scheduled expiration date:		2042	
Did TIF plan expire in FY20?		No	
Year of first tax increment revenue capture:		1995	
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?		No	
If yes, authorization for capturing school tax:			
Year school tax capture is scheduled to expire:			

Revenue:	Tax Increment Revenue	\$ 1,096,954
	Property taxes - from DDA levy	\$ -
	Interest	\$ 24,722
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$ -
	Other income (grants, fees, donations, etc.)	\$ 261,124
	Total	\$ 1,382,800

Tax Increment Revenues Received		
	From counties	\$ 543,393
	From municipalities (city, twp, village)	\$ 289,975
	From libraries (if levied separately)	\$ 106,039
	From community colleges	\$ 157,548
	From regional authorities (type name in next cell)	\$ -
	From regional authorities (type name in next cell)	\$ -
	From regional authorities (type name in next cell)	\$ -
	From local school districts-operating	\$ -
	From local school districts-debt	\$ -
	From intermediate school districts	\$ -
	From State Education Tax (SET)	\$ -
	From state share of IFT and other specific taxes (school taxes)	\$ -
	Total	\$ 1,096,954

Expenditures	Memberships/Due/Education/Mileage/Misc.	\$ 13,895
	DDA Administrative	\$ 99,426
	Engineering/Legal	\$ (17,070)
	Bus Service - 28th Street	\$ 178,335
	Utilities, Maintenance & Repairs	\$ 67,106
	Property Tax Refund	\$ 11,769
	Special Projects	\$ 19,887
	Office Equipment	\$ 1,896
	Centennial Park Streetscape Project	\$ 167,108
	Cascade Rd. Pathway	\$ 228,700
		\$ -
Transfers to other municipal fund (list fund name)		\$ -
Transfers to other municipal fund (list fund name)		\$ -
	Transfers to General Fund	\$ -
	Total	\$ 771,051

Outstanding non-bonded Indebtedness	Principal	\$ -
	Interest	\$ -
Outstanding bonded Indebtedness	Principal	\$ 164,300
	Interest	\$ 24,199
	Total	\$ 188,499

Bond Reserve Fund Balance \$ -

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				TIF Revenue	TIF Revenue
Ad valorem PRE Real	\$ 199,137,353	\$ 109,961,113	\$ 89,176,240	12.3009672	\$1,096,954.00
Ad valorem non-PRE Real	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem industrial personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem commercial personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem utility personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	-	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	-	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	-	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	-	0.0000000	\$0.00
Total Captured Value		\$ 109,961,113	\$ 89,176,240		\$1,096,954.00 Total TIF Revenue

To Supervisor, Township Trustees and Township Manager

It goes without saying that 2020 was a difficult year for the Cascade Historical Society. The Society was able to perform needed tasks but could not expand into projects we had planned for.

Meetings were initially held at the Museum with recommended protocols, then moved outdoors and eventually became virtual. Attendance at meetings was significantly affected.

All planned public activities, special programs and gatherings, including the Christmas celebration were canceled.

For much of the year we could not access historical data, which is housed in the Cascade Library History room. Normally we used student interns from Calvin college to input historical data or perform directed research and that was restrained by the reasons noted above.

In 2021 we are moving ahead with projects that began a year ago. We still intend to make a visit to the museum a better experience and are continuing our collaboration with the contractor "Spaces To Experience" to achieve that goal.

The society still seeks to bring a part time person aboard to resolve issues in a timelier manner.

The building, one large room, is a difficult space to be used as a museum so a more workable solution has been developed.

Our plan is to have three or more kiosks spaced about the museum which will vary in size and be made of plexiglass. They will display various aspects of Cascade history. They will be movable to allow for other activities. The kiosks will contain artifacts, photographs and accompanying narratives.

We believe that we have the funds necessary to begin.

Cascade Historical Society Finances For 2020

Beginning Funds-----\$13050.98

Donations, Township Support

and Sale of Items-----\$6809.00

Expenditures

Technology and Internet Costs-----\$462.00

Printing, Copying and Framing-----\$415.64

Supplies'-----\$107.53

Dues, State Fees-----\$70.00

Data Input-----\$1722.00

Artifact Cost-----\$1100.00

Speaker Fees-----\$20.00

Total Expense-----\$3897.00

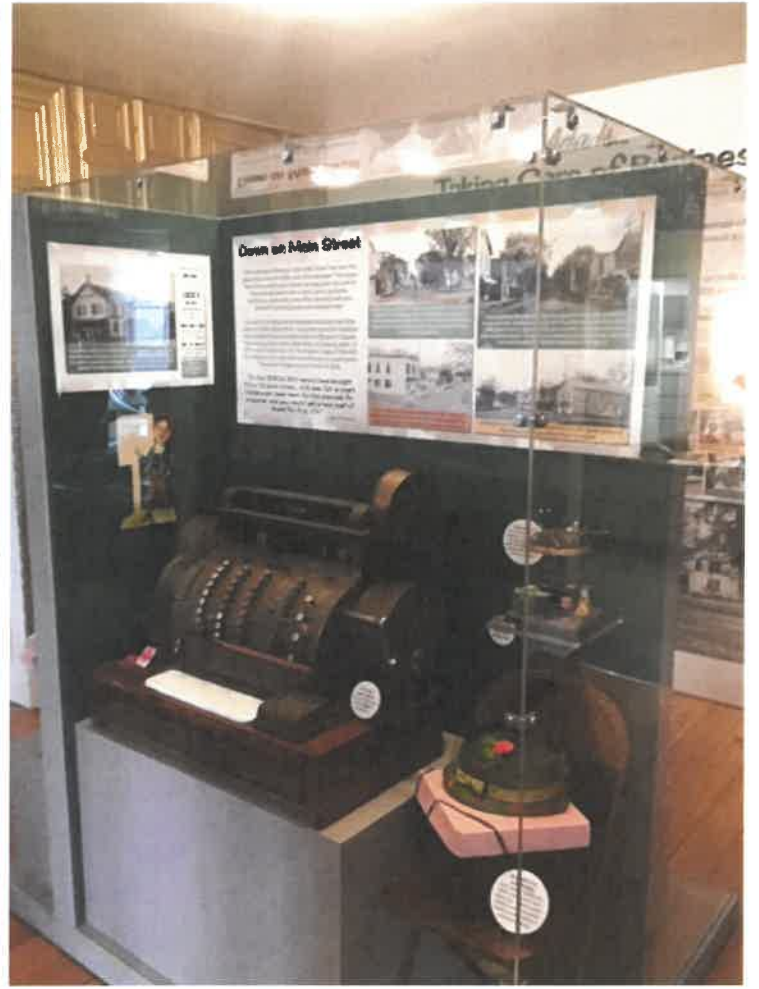
Balance at End of Year-----\$15975.58

Cascade Historical Society

Attached are examples of the kind of displays that we anticipate for the Cascade Museum.

Those pictured happen to be from the Ada Historical Society.

In most cases the displays are movable and be arranged as desired.





Cascade Charter Township Education Reimbursement Request Form

Conditions for Reimbursement:

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

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

Name: Stephanie Fast Application Date: 4-12-21

Name of Educational Institution: Grand Valley State University

Name of Proposed Course:

Human Resources in Organizations : A survey of policies and issues in human resource management in public, nonprofit, and healthcare contexts, including volunteer management. The focus is on values, behavior, ethics, and human interactions in organizations. Offered spring/summer and winter semesters. Prerequisite: Admission to a master's program in the School of Public, Nonprofit, and Health Administration.

Cost of Course \$ 2,073.00 Account # 101-171-725-100

Applicant: 
Signature

Approvals:

Department Head:  4.12.21
Signature Date

Township Manager:  4.12.21
Signature Date

Clerk: _____
(Signature Indicates Township Board Approval) Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 03/01/2021 - 03/31/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
FUND 101 - GENERAL FUND							
03/04/2021	GENF	72594	B & B TRUCK EQUIPMENT INC	LIFT CYLINDER PIN ASSY	864-000	265	7.58
03/04/2021	GENF	72597	B&V MECHANICAL INC.	COMPLEX MAINTENANCE	931-000	265	955.41
03/04/2021	GENF	72599*#	COMCAST	COMPLEX PHONES- B&G	924-000	265	257.15
03/04/2021	GENF	72603*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	850	205.81
03/04/2021	GENF	72604	FLAGS UNLIMITED LTD	USA 2PLY POLYESTER	931-000	265	137.90
03/04/2021	GENF	72605	FOX FORD MAZDA	OIL CHANGE 2016 FORD SUPER DUTY	863-000	265	39.16
03/04/2021	GENF	72608*#	THE HOME DEPOT CREDIT SERVICES	ALUM FERRULE & STOP	863-000	265	59.55
03/04/2021	GENF	72608	THE HOME DEPOT CREDIT SERVICES	BLACKTOP PATCH & STAKES	931-000	265	193.34
03/04/2021	GENF	72608	THE HOME DEPOT CREDIT SERVICES	SPACE BANANA	931-000	265	8.97
				CHECK GENF 72608 TOTAL FOR FUND 101:			<u>261.86</u>
03/04/2021	GENF	72610#	INTEGRITY BUSINESS SOLUTIONS, LLC	SUPPLIES	752-000	257	70.19
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	727-000	295	6.55
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	727-000	295	26.73
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	727-000	295	67.32
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	727-000	295	90.97
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	727-000	295	38.65
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	727-000	295	152.75
03/04/2021	GENF	72610	INTEGRITY BUSINESS SOLUTIONS, LLC	MISCELLANEOUS- AWARD CERTIFICATES	787-000	295	25.02
				CHECK GENF 72610 TOTAL FOR FUND 101:			<u>478.18</u>
03/04/2021	GENF	72611	KENT COUNTY ROAD COMMISSION	TRAFFIC SIGNALS	927-100	448	7.49
03/04/2021	GENF	72612	KENT COMMUNICATIONS INC.	ASSESSING ADMIN COSTS	814-000	295	413.36
03/04/2021	GENF	72612	KENT COMMUNICATIONS INC.	ASSESSING ADMIN COSTS	814-000	295	2,064.36
03/04/2021	GENF	72612	KENT COMMUNICATIONS INC.	ASSESSING ADMIN COSTS	814-000	295	566.48
				CHECK GENF 72612 TOTAL FOR FUND 101:			<u>3,044.20</u>
03/04/2021	GENF	72614*#	MINER SUPPLY COMPANY	COMPLEX MAINTENANCE	931-000	265	338.74
03/04/2021	GENF	72625	SOURINE, OXANA	REIMBURSE 120 MILES - O.SOURINE	860-000	253	67.20
03/04/2021	GENF	72626	STATE OF MICHIGAN	EDUCATION- MCAT - C. SEIF	724-000	257	150.00
03/05/2021	GENF	6693(A)	FAST SIGNS	FREE WIFI SIGNS	756-000	756	211.20
03/05/2021	GENF	6694(A)	NAPA AUTO PARTS	PB DS PENETRANT	864-000	265	27.96
03/05/2021	GENF	6695(A)	HOPE NETWORK	TRANSPORTATION SERVICES- FEB. 2021	859-000	652	502.60
03/05/2021	GENF	6696(A)*#	KENT COUNTY TREASURER	OPERATING PROPERTY TAX REFUNDS	950-000	295	120.75
03/05/2021	GENF	6696(A)	KENT COUNTY TREASURER	ADMIN PROPERTY TAX REFUNDS	950-000	295	513.92
				CHECK GENF 6696(A) TOTAL FOR FUND 101:			<u>634.67</u>
03/05/2021	GENF	6703(A)	THE LIGHT BULB COMPANY	COMPLEX MAINTENANCE	931-000	265	104.54
03/05/2021	GENF	6703(A)	THE LIGHT BULB COMPANY	COMPLEX MAINTENANCE	931-000	265	28.00
				CHECK GENF 6703(A) TOTAL FOR FUND 101:			<u>132.54</u>
03/11/2021	GENF	72639*#	ARROWASTE	COMPLEX MAINTENANCE- TRASH/ RECYCLE	931-000	265	260.91
03/11/2021	GENF	72639	ARROWASTE	PARK MAINTENANCE-TRASH/ RECYCLE	935-000	756	238.68

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 03/01/2021 - 03/31/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
				CHECK GENF 72639 TOTAL FOR FUND 101:			499.59
03/11/2021	GENF	72640	BLOOM SLUGGETT, PC	LEGAL FEES	826-000	295	1,642.50
03/11/2021	GENF	72640	BLOOM SLUGGETT, PC	PROFESSIONAL SERVICES THROUGH 2/28/2021	826-000	295	<u>1,906.50</u>
				CHECK GENF 72640 TOTAL FOR FUND 101:			3,549.00
03/11/2021	GENF	72641	CASCADE PRINTING & GRAPHICS	LETTERHEAD, BUSINESS CARDS, ENVELOPES	727-000	295	2,729.41
03/11/2021	GENF	72642	CASCADE CHARTER TOWNSHIP	TRANSFER TO DAM MAJOR REPAIR 1ST QRT2021	999-005	965	10,000.00
03/11/2021	GENF	72643	CASCADE CHARTER TOWNSHIP	TRANSFER TO FIRE FUND	999-006	965	33,333.34
03/11/2021	GENF	72645	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	312.88
03/11/2021	GENF	72645	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	<u>11,473.81</u>
				CHECK GENF 72645 TOTAL FOR FUND 101:			11,786.69
03/11/2021	GENF	72646*#	CINTAS	COMPLEX MAINTENANCE	931-000	265	535.72
03/11/2021	GENF	72648	COMCAST	COMPLEX PHONES	924-000	265	1,611.13
03/11/2021	GENF	72649	DEBORAH KAY RING	ASSESSING CONTRACTUAL SERVICES MAR 2021	801-000	257	2,000.00
03/11/2021	GENF	72650*#	DTE ENERGY	COMPLEX HEATING DTE ENERGY	923-000	265	1,478.85
03/11/2021	GENF	72650	DTE ENERGY	COMPLEX HEATING- 5920 TAHOE DR SE	923-000	265	1,338.01
03/11/2021	GENF	72650	DTE ENERGY	MUSEUM HEATING DTE ENERGY	923-000	803	<u>171.76</u>
				CHECK GENF 72650 TOTAL FOR FUND 101:			2,988.62
03/11/2021	GENF	72651	FOX FORD MAZDA	OIL CHANGE SERVICE FORD F-250	863-000	265	39.16
03/11/2021	GENF	72651	FOX FORD MAZDA	VEHICLE MAINT	863-000	265	<u>46.69</u>
				CHECK GENF 72651 TOTAL FOR FUND 101:			85.85
03/11/2021	GENF	72652*#	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 33RD & 36TH	861-000	652	2,376.86
03/11/2021	GENF	72652	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST	861-100	652	<u>15,767.52</u>
				CHECK GENF 72652 TOTAL FOR FUND 101:			18,144.38
03/11/2021	GENF	72653	KENT COUNTY - HEALTH DEPT	PARK MAINTENANCE	935-000	756	20.00
03/11/2021	GENF	72658	MLIVE MEDIA GROUP	PRINTING/PUBLISHING	900-000	295	1,195.50
03/11/2021	GENF	72659*#	MUNIWEB	WEBSITE HOSTING	815-000	295	254.00
03/11/2021	GENF	72663	VARNUM	MATTER 343637 / ZONING ORDINANCE	826-000	295	438.00
03/11/2021	GENF	72663	VARNUM	MATTER 343636 / ORDINANCE ENFORCEMENT	826-000	295	2,380.00
03/11/2021	GENF	72663	VARNUM	MATTER 343635 / GENERAL	826-000	295	<u>5,172.00</u>
				CHECK GENF 72663 TOTAL FOR FUND 101:			7,990.00
03/11/2021	GENF	72664*#	VERIZON WIRELESS	TRUSTEE CELL PHONES/IPADS/DATA	924-100	101	172.62
03/11/2021	GENF	72664	VERIZON WIRELESS	MANAGERS CELL PHONE/IPADS/DATA	925-000	171	110.10
03/11/2021	GENF	72664	VERIZON WIRELESS	MANAGERS CELL PHONE/IPADS/DATA	925-000	171	172.62
03/11/2021	GENF	72664	VERIZON WIRELESS	CLERK CELL PHONE/IPADS/DATA	925-000	215	48.76
03/11/2021	GENF	72664	VERIZON WIRELESS	CLERK CELL PHONE/IPADS/DATA	925-000	215	115.08
03/11/2021	GENF	72664	VERIZON WIRELESS	TREASURER'S CELL PHONES/IPADS/DATA	924-100	253	57.54
03/11/2021	GENF	72664	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	150.09
03/11/2021	GENF	72664	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	115.08
03/11/2021	GENF	72664	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	178.42
03/11/2021	GENF	72664	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	172.62
03/11/2021	GENF	72664	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	295	50.03
03/11/2021	GENF	72664	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	295	115.08
03/11/2021	GENF	72664	VERIZON WIRELESS	COMM DEV CELL/IPADS/DATA	925-000	721	150.09
03/11/2021	GENF	72664	VERIZON WIRELESS	COMM DEV CELL/IPADS/DATA	925-000	721	<u>57.54</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
				CHECK GENF 72664 TOTAL FOR FUND 101:			1,665.67
03/11/2021	GENF	72666	WEST MICH DOCUMENT SHREDDING LLC	COMPLEX MAINTENANCE	931-000	265	115.00
03/12/2021	GENF	6711(A)	CONSUMERS ENERGY	103036932491 5920 TAHOE DR SE	921-000	265	1,197.97
03/12/2021	GENF	6712(A)	CRYSTAL FLASH ENERGY	PARK MAINTENANCE	935-000	756	323.30
03/12/2021	GENF	6715(A)*#	FISHBECK THOMPSON CARR & HUBER	ENGINEERING COSTS	821-000	295	974.50
03/12/2021	GENF	6715(A)	FISHBECK THOMPSON CARR & HUBER	DRAIN ENGINEERING	821-000	445	915.00
				CHECK GENF 6715(A) TOTAL FOR FUND 101:			1,889.50
03/12/2021	GENF	6718(A)	KENTWOOD OFFICE FURNITURE	ASSESSING OFFICE SUPPLIES	727-000	257	10.00
03/12/2021	GENF	6719(A)	KERKSTRA PORTABLE RESTROOM SERVICE	RESTROOM RENTAL - MARCH 2021	935-000	756	125.00
03/12/2021	GENF	6720(A)*#	KINGSLAND'S ACE HARDWARE	TITANIUM DRILL BIT AND SCREWS	864-000	265	11.11
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	MOWER BLADES BUTANE CARTRIDGE PINESOL CL	864-000	265	89.61
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	OMNI SMOOTH BODY BULB	931-000	265	14.38
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	LAG SCREW FLAT WASHERS	931-000	265	43.35
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	MACHINE SCREWS LOCK NUTS IMPACT BIT	935-000	756	24.45
				CHECK GENF 6720(A) TOTAL FOR FUND 101:			182.90
03/12/2021	GENF	6721(A)*#	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	295	60.69
03/12/2021	GENF	6721(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	295	73.61
				CHECK GENF 6721(A) TOTAL FOR FUND 101:			134.30
03/12/2021	GENF	6723(A)	SABO PUBLIC RELATIONS	SPECIAL PROJECTS	967-000	295	6,731.85
03/12/2021	GENF	6724(A)	THE LIGHT BULB COMPANY	COMPLEX MAINTENANCE	931-000	265	627.65
03/12/2021	GENF	6726(A)	VALLEY CITY SIGNS	NEW SIGN AND INSTALLATION	975-000	901	1,188.00
03/12/2021	GENF	6728(A)*#	WEX BANK	FUEL	864-000	265	1,753.94
03/25/2021	GENF	72669	AT&T	CELL PHONES/DATA- AT&T	924-100	295	184.92
03/25/2021	GENF	72673	CALEDONIA RENT-ALL, INC.	COMPLEX MAINTENANCE	931-000	265	** VOIDED **
Void Reason: DUPLICATE PYMT; PAID BY JIM TWP CC							
03/25/2021	GENF	72675*#	COMCAST	COMPLEX PHONES	924-000	265	179.65
03/25/2021	GENF	72675	COMCAST	PARK PHONES	924-000	756	24.50
				CHECK GENF 72675 TOTAL FOR FUND 101:			204.15
03/25/2021	GENF	72679	FAMILY FARM & HOMES	BOOT SCRUBBER & GALV NIPPLE	931-000	265	41.37
03/25/2021	GENF	72680*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	850	205.81
03/25/2021	GENF	72682*#	FIRST BANKCARD	CC GENTER - BOARD OF REVIEW EXPENSES	808-000	257	89.43
03/25/2021	GENF	72682	FIRST BANKCARD	CC MACDONALD - APPLE.COM/BILL	924-000	265	0.99
03/25/2021	GENF	72682	FIRST BANKCARD	CC SWAYZE - STANDARD PRO MONTHLY	787-000	295	38.67
				CHECK GENF 72682 TOTAL FOR FUND 101:			129.09
03/25/2021	GENF	72683*#	FIRST BANKCARD	CC ADMIN - TREAS WEBCAMS	981-000	253	190.78
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - OFFICE SUPPLY FOR NEW OFFICE	727-000	295	448.46
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - GEL PENS	727-000	295	33.18
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - TAPE DISPENSER	727-000	295	14.46

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03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - OFFICE SUPPLY	727-000	295	26.98
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - PRIME BUSINESS	727-000	295	79.00
03/25/2021	GENF	72683	FIRST BANKCARD	COVID 19 EXPENSES	755-000	295	75.87
03/25/2021	GENF	72683	FIRST BANKCARD	COVID 19 EXPENSES	755-000	295	445.09
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - KITCHEN SUPPLIES	787-000	295	42.99
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - COFFEE SUPPLIES	787-000	295	46.98
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - KITCHEN SUPPLIES	787-000	295	13.91
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - USPS CHANGE OF ADDRESS	787-000	295	1.05
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - FACE MASKS	787-000	295	126.98
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - KITCHEN SUPPLY	787-000	295	71.02
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - FACEBOOK ADS FEB2 - FEB13	787-000	295	100.00
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - COMM DEV BT HEADPHONES PHONE	787-000	721	32.48
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - SOLAR POST CAP LIGHTS	787-000	721	68.86
				CHECK GENF 72683 TOTAL FOR FUND 101:			1,818.09
03/25/2021	GENF	72684	GAMETIME	RESIDENT BENCH FOR PEACE PARK	671-676	000	1,220.36
03/25/2021	GENF	72686*#	GRAND RAPIDS CITY TREASURER	7150 30TH ST	927-000	265	118.89
03/25/2021	GENF	72686	GRAND RAPIDS CITY TREASURER	TASSELL PARK WATER-SEWER	927-000	756	308.71
03/25/2021	GENF	72686	GRAND RAPIDS CITY TREASURER	MUSEUM WATER-SEWER	927-000	803	83.88
				CHECK GENF 72686 TOTAL FOR FUND 101:			511.48
03/25/2021	GENF	72688	HIGGINS, JOSH	BLDG & GROUNDS UNIFORMS - J.HIGGINS	768-000	265	111.74
03/25/2021	GENF	72691	KENT COUNTY ROAD COMMISSION	WO MO1590 QUIGGLE AVE N 52ND ST GRAVEL	821-500	446	4,463.12
03/25/2021	GENF	72698*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) GF	231-220	000	11.70
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) FIRE	231-220	000	19.50
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) BLDG	231-220	000	3.90
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) GF	231-221	000	17.00
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) FIRE	231-221	000	42.00
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) GF	231-221	000	136.40
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) FIR	231-221	000	273.30
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) BLDG	231-221	000	67.50
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	291.64
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	290.75
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	44.19
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	672.52
				CHECK GENF 72698 TOTAL FOR FUND 101:			1,870.40
03/25/2021	GENF	72699	PITNEY BOWES INC	OFFICE SUPPLIES- POSTAGE MACHINE	727-000	295	37.12
03/25/2021	GENF	72700*	PROGRESSIVE AE	CAPITAL OUTLAY - BLDGIMP	975-000	901	39,536.45
03/25/2021	GENF	72700	PROGRESSIVE AE	CAPITAL OUTLAY - BLDGIMP	975-000	901	8,209.21
				CHECK GENF 72700 TOTAL FOR FUND 101:			47,745.66
03/25/2021	GENF	72703	SLATER, SUE	CLERK CELL PHONE	925-000	215	50.00
03/25/2021	GENF	72706	JOSHUA D. TILLEY	PLANNING AND ZONING FEES	600-608	000	100.00
03/25/2021	GENF	72708	VARNUM	LEGAL FEES	826-000	295	3,780.00
03/25/2021	GENF	72708	VARNUM	LEGAL FEES	826-000	295	1,000.00
03/25/2021	GENF	72708	VARNUM	LEGAL FEES	826-000	295	220.00
				CHECK GENF 72708 TOTAL FOR FUND 101:			5,000.00
03/25/2021	GENF	72710	WEST MICH DOCUMENT SHREDDING LLC	SECURE SHREDDING PURGE	931-000	265	120.00
03/25/2021	GENF	72712*#	WINDSTREAM	ADMIN CELL PHONES/DATA	924-100	295	117.84
03/25/2021	GENF	72712	WINDSTREAM	PARK PHONES	924-000	756	78.57
				CHECK GENF 72712 TOTAL FOR FUND 101:			196.41
03/26/2021	GENF	52(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	19,640.21

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03/26/2021	GENF	6729(A)*#	CONSUMERS ENERGY	100000285161 2865 THORNHILLS AVE SE	921-000	265	1,664.30
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	29.03
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	103023462197 2867 THORNHILLS AVE SE	921-000	265	32.03
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	103040083240 2894 THORNAPPLE RIV	921-000	265	48.61
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	103036591347 7200 30TH ST	921-000	276	98.26
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE	926-000	448	114.99
				CHECK GENF 6729(A) TOTAL FOR FUND 101:			<u>1,987.22</u>
03/26/2021	GENF	6730(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	850	1,798.94
03/26/2021	GENF	6731(A)	DICKINSON WRIGHT PLLC	LEGAL FEES	826-000	295	125.00
03/26/2021	GENF	6732(A)*#	FISHBECK THOMPSON CARR & HUBER	ENGINEERING COSTS	821-000	295	414.00
03/26/2021	GENF	6737(A)*	I T RIGHT	CAPITAL OUTLAY - FFE SERVER	970-000	901	6,649.37
03/26/2021	GENF	6738(A)	THE LIGHT BULB COMPANY	COMPLEX MAINTENANCE	931-000	265	123.80
03/26/2021	GENF	6738(A)	THE LIGHT BULB COMPANY	COMPLEX MAINTENANCE	931-000	265	18.97
				CHECK GENF 6738(A) TOTAL FOR FUND 101:			<u>142.77</u>
03/26/2021	GENF	6739(A)	THORNAPPLE RIVER NURSERY, INC.	COMPLEX MAINTENANCE	931-000	265	546.00
				Total for fund 101 GENERAL FUND			<u>215,441.19</u>
FUND 206 - FIRE FUND							
03/04/2021	GENF	72599*#	COMCAST	COMMUNICATIONS- PHONES	850-000	336	153.56
03/04/2021	GENF	72600	COMCAST	COMMUNICATIONS- PHONES	850-000	336	34.57
03/04/2021	GENF	72603*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	850	220.39
03/04/2021	GENF	72608*#	THE HOME DEPOT CREDIT SERVICES	HUMIDIFIER	936-002	336	39.97
03/04/2021	GENF	72618	PHOENIX SAFETY OUTFITTERS	FIRE BOOTS	959-000	336	1,611.32
03/04/2021	GENF	72620	REPUBLIC SERVICES	FIRE STATION MAINT REPUBLIC	936-002	336	17.12
03/04/2021	GENF	72623	SHELDON CLEANERS	DRY CLEANING SERVICE	768-000	336	223.46
03/04/2021	GENF	72624	SMART BUSINESS SOURCE	FIRE OFFICE SUPPLIES	727-000	336	185.92
03/05/2021	GENF	6690(A)	CASCADE AUTOMOTIVE SERVICE	VEHICLE MAINT	863-000	336	322.70
03/05/2021	GENF	6690(A)	CASCADE AUTOMOTIVE SERVICE	VEHICLE MAINT	863-000	336	87.98
				CHECK GENF 6690(A) TOTAL FOR FUND 206:			<u>410.68</u>
03/05/2021	GENF	6696(A)*#	KENT COUNTY TREASURER	FIRE PROPERTY TAX REFUNDS	950-000	336	43.68
03/05/2021	GENF	6708(A)	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	30.95
03/11/2021	GENF	72639*#	ARROWWASTE	FIRE STATION MAINT	936-000	336	71.03
03/11/2021	GENF	72647	COMCAST	COMMUNICATIONS- PHONES	850-000	336	94.90
03/11/2021	GENF	72650*#	DTE ENERGY	UTILITIES	928-000	336	962.24

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03/11/2021	GENF	72660	NXGEN MDX LLC	FIRE PHYSICAL EXAMS	957-000	336	100.00
03/11/2021	GENF	72661	PHOENIX SAFETY OUTFITTERS	FIRE PROTECTIVE CLOTHING	959-000	336	869.60
03/11/2021	GENF	72662	TECH MASTER INC	E-2 REPAIRS	863-000	336	7,080.66
03/11/2021	GENF	72664*#	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	362.69
03/11/2021	GENF	72664	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	115.08
				CHECK GENF 72664 TOTAL FOR FUND 206:			477.77
03/11/2021	GENF	72665	VILLAGE BIKE SHOP	FITNESS REPAIR	932-000	336	120.00
03/12/2021	GENF	6716(A)	NAPA AUTO PARTS	ALARM RING TERMINAL HEAT SHRINK TUBING	863-000	336	33.27
03/12/2021	GENF	6720(A)*#	KINGSLAND'S ACE HARDWARE	ORANGE HANDSOAP	738-000	336	12.92
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	SCREWS BY THE EACH	863-000	336	0.30
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	ANTI-FREEZE	863-000	336	7.18
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	OUTLET STRIP EXTENSION CORD	936-000	336	45.85
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	GALV FLOOR FLANGE	936-000	336	8.09
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	DUCK TAPE	936-000	336	17.98
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	WORK BAG AND PLAS HOSE END	958-000	336	17.30
				CHECK GENF 6720(A) TOTAL FOR FUND 206:			109.62
03/12/2021	GENF	6722(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - A.ALBRIGHT	768-000	336	188.00
03/12/2021	GENF	6722(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - DEPT STOCK	768-000	336	54.00
03/12/2021	GENF	6722(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - A.ALBRIGHT	768-000	336	49.99
				CHECK GENF 6722(A) TOTAL FOR FUND 206:			291.99
03/12/2021	GENF	6725(A)	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	30.95
03/12/2021	GENF	6727(A)	WEST INVESTIGATIONS INC	FIRE FIGHTER HIRING	803-000	336	60.00
03/12/2021	GENF	6728(A)*#	WEX BANK	FIRE FUELS	745-000	336	989.50
03/25/2021	GENF	72667	ADVOWASTE MEDICAL SERVICES	FIRE STATION MAINT	936-000	336	200.00
03/25/2021	GENF	72668	ANDREW ALBRIGHT	D&W MISC SUPPLIES	787-000	336	7.82
03/25/2021	GENF	72672	BLUE LINE INNOVATIONS, LLC	BALLISTIC VESTS	959-000	336	1,482.50
03/25/2021	GENF	72675*#	COMCAST	COMMUNICATIONS- PHONES	850-000	336	122.50
03/25/2021	GENF	72678	ENGINEERING SUPPLY AND IMAGING	FIRE OFFICE SUPPLIES	727-000	336	142.26
03/25/2021	GENF	72680*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	850	220.39
03/25/2021	GENF	72681	FIRST ARRIVING	CONTRACTUAL SERVICES	802-000	336	798.00
03/25/2021	GENF	72682*#	FIRST BANKCARD	CC MAGERS - IAAI MEMBERSHIP 2021 FORZLEY	723-000	336	20.00
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - EMT RENEWAL APPLICATION	723-000	336	25.00
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - ANNUAL DUES C.FORZLEY	723-000	336	100.00
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - CERT HOLDERS	727-000	336	25.98
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - COFFEE SUPPLIES	787-000	336	81.00
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - SODA DONUTS MISC	787-000	336	27.06
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - APPLE CHARGE	787-000	336	5.29
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - MEAL	787-000	336	143.10

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03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - STANDARD PRO MONTHLY	850-000	336	15.89
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - HAOLGEN BULBS	863-000	336	83.85
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - LITTELFUSE 300 AMP	863-000	336	29.14
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - FLASHLIGHT	863-000	336	118.70
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - RECURRING CAR WASH MAR 2021	863-000	336	19.99
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - RECURRING CAR WASH MAR 2021	863-000	336	19.99
03/25/2021	GENF	72682	FIRST BANKCARD	CC MAGERS - FIRE PUBLICATIONS	901-000	336	84.33
03/25/2021	GENF	72682	FIRST BANKCARD	FIRE SUPPLEMENTAL EQUIPMENT	958-000	336	62.48
				CHECK GENF 72682 TOTAL FOR FUND 206:			861.80
03/25/2021	GENF	72683*#	FIRST BANKCARD	CC ADMIN - MARRIOTT BOOKING - J.KNOWLES	726-000	336	144.90
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - MARRIOTT BOOKING - J.KNOWLES	726-000	336	541.80
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - CLEANING SUPPLIES	738-000	336	44.95
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - MAINT SUPPLIES	738-000	336	64.00
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - FACE MASKS	738-000	336	131.10
03/25/2021	GENF	72683	FIRST BANKCARD	CC ADMIN - FIRE CLEANING SUPPLIES	738-000	336	260.32
				CHECK GENF 72683 TOTAL FOR FUND 206:			1,187.07
03/25/2021	GENF	72685	GREAT AMERICA FINANCIAL SERVICE	FIRE COPIER/LEASE/SERVICE	939-000	336	305.93
03/25/2021	GENF	72686*#	GRAND RAPIDS CITY TREASURER	SEWER/WATER	928-000	336	136.68
03/25/2021	GENF	72686	GRAND RAPIDS CITY TREASURER	FIRE PROTECTION	928-000	336	64.70
				CHECK GENF 72686 TOTAL FOR FUND 206:			201.38
03/25/2021	GENF	72690	J&B MEDICAL SUPPLY	MEDICAL SUPPLIES	752-100	336	548.99
03/25/2021	GENF	72690	J&B MEDICAL SUPPLY	MEDICAL SUPPLIES	752-100	336	189.00
				CHECK GENF 72690 TOTAL FOR FUND 206:			737.99
03/25/2021	GENF	72693	KNOWLES, JEFF	FIRE TRAINING	726-000	336	100.37
03/25/2021	GENF	72693	KNOWLES, JEFF	FIRE FUELS	745-000	336	63.55
				CHECK GENF 72693 TOTAL FOR FUND 206:			163.92
03/25/2021	GENF	72695	MAKUCH, JOHN	FIRE MEMBERSHIP AND DUES- EMT J. MAKUCH	723-000	336	25.00
03/25/2021	GENF	72698*#	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	489.57
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	76.31
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	492.75
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	1,195.89
				CHECK GENF 72698 TOTAL FOR FUND 206:			2,254.52
03/25/2021	GENF	72704	SMART BUSINESS SOURCE	SUPPLIES	752-000	336	23.70
03/25/2021	GENF	72704	SMART BUSINESS SOURCE	SUPPLIES	752-000	336	253.78
				CHECK GENF 72704 TOTAL FOR FUND 206:			277.48
03/25/2021	GENF	72709	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	320.10
03/25/2021	GENF	72712*#	WINDSTREAM	FIRE DEPT COMMUNICATIONS	850-000	336	235.68
03/26/2021	GENF	52(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	22,374.39
03/26/2021	GENF	6729(A)*#	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	928-000	336	653.35
03/26/2021	GENF	6730(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	850	2,286.04
03/26/2021	GENF	6733(A)	NAPA AUTO PARTS	DEX COOL RTU COOLANT & OIL	863-000	336	117.36
03/26/2021	GENF	6735(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - T.STEVENSON	768-000	336	5.00
03/26/2021	GENF	6735(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - Z.CHRISTIAN	768-000	336	405.50
03/26/2021	GENF	6735(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - E.MELSE	768-000	336	84.99
03/26/2021	GENF	6735(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - J.WALKER	768-000	336	12.00
03/26/2021	GENF	6735(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS - DEPT STOCK	768-000	336	32.00

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				CHECK GENF 6735(A) TOTAL FOR FUND 206:			539.49
03/26/2021	GENF	6737(A)*	I T RIGHT	CAPITAL OUTLAY - FFE SERVER	970-000	901	3,324.68
03/26/2021	GENF	6740(A)	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	30.95
03/26/2021	GENF	6740(A)	VALLEY CITY LINEN INC	FIRE STATION MAINT-RUG & TOWEL CLEANING	936-000	336	30.95
				CHECK GENF 6740(A) TOTAL FOR FUND 206:			61.90
03/26/2021	GENF	6741(A)	WEST INVESTIGATIONS INC	FIRE FIGHTER HIRING	803-000	336	60.00
Total for fund 206 FIRE FUND							53,224.70
FUND 207 - POLICE FUND							
03/05/2021	GENF	6696(A)*#	KENT COUNTY TREASURER	POLICE PROPERTY TAX REFUNDS	950-000	301	163.46
03/26/2021	GENF	6734(A)	KENT COUNTY TREASURER	SHERIFF PROTECTION- ADJ. JAN & FEB 2021	801-000	301	63,421.88
Total for fund 207 POLICE FUND							63,585.34
FUND 208 - HAZMAT FUND							
03/25/2021	GENF	72692	CITY OF KENTWOOD	REIMBURSE TRICOM MAR 2021	787-000	344	313.95
Total for fund 208 HAZMAT FUND							313.95
FUND 209- OPEN SPACE FUND							
03/05/2021	GENF	6696(A)*#	KENT COUNTY TREASURER	OPEN SPACE PROPERTY TAX REFUNDS	950-000	751	28.58
03/11/2021	GENF	72650*#	DTE ENERGY	HEATING/UTILITY -6803 BURTON ST SE	923-000	751	289.25
03/11/2021	GENF	72650	DTE ENERGY	HEATING/UTILITY-2894 THORNAPPLE RIVER DR	923-000	751	105.06
				CHECK GENF 72650 TOTAL FOR FUND 209:			394.31
03/25/2021	GENF	72686*#	GRAND RAPIDS CITY TREASURER	6803 BURTON ST SE	927-000	751	166.17
03/25/2021	GENF	72686	GRAND RAPIDS CITY TREASURER	6805 BURTON ST SE	927-000	751	84.73
				CHECK GENF 72686 TOTAL FOR FUND 209:			250.90
03/26/2021	GENF	6729(A)*#	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE@BARN	921-000	751	264.62
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE	921-000	751	29.03
				CHECK GENF 6729(A) TOTAL FOR FUND 209:			293.65
Total for fund 209 CCT OPEN SPACE							967.44
FUND 216- PATHWAYS FUND							
03/05/2021	GENF	6696(A)*#	KENT COUNTY TREASURER	PATHWAYS PROPERTY TAX REFUNDS	950-000	758	18.64
03/11/2021	GENF	72655	LAWNS OF DISTINCTION	MAINT & REPAIR	931-000	758	71,445.50
03/12/2021	GENF	6713(A)	FAST SIGNS	MAINT & REPAIR	931-000	758	477.41
03/12/2021	GENF	6715(A)*#	FISHBECK THOMPSON CARR & HUBER	CAPITAL OUTLAY - LANDIMP	974-000	901	1,571.00
03/12/2021	GENF	6715(A)	FISHBECK THOMPSON CARR & HUBER	CAPITAL OUTLAY - LANDIMP	974-000	901	15,922.75
				CHECK GENF 6715(A) TOTAL FOR FUND 216:			17,493.75
03/12/2021	GENF	6717(A)*	KAMMINGA AND ROODVOETS INC	CAPITAL OUTLAY - LANDIMP	974-000	901	77,743.86
Total for fund 216 PATHWAYS FUND							167,179.16
FUND 246 - IRF FUND							
03/12/2021	GENF	6715(A)*#	FISHBECK THOMPSON CARR & HUBER	ADMIN ENGINEERING COSTS	821-000	295	462.50

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Total for fund 246 IRF							462.50
FUND 248 - DDA FUND							
03/04/2021	GENF	72637	VERN BRINK ELECTRIC	MAINT & REPAIR/IMPROVEMENTS	931-000	170	74.86
03/05/2021	GENF	6691(A)	CONSUMERS ENERGY	1000 9074 7807 6736 CASCADE RD SE	921-000	170	24.28
03/11/2021	GENF	72652*#	INTERURBAN TRANSIT PARTNERSHIP	BUS SERVICE 28TH ST	861-100	170	15,767.52
03/11/2021	GENF	72659*#	MUNIWEB	WEBSITE HOSTING (MADE IN CANADA)	787-000	170	135.00
03/11/2021	GENF	72664*#	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA	924-100	170	48.76
03/11/2021	GENF	72664	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA	924-100	170	57.54
CHECK GENF 72664 TOTAL FOR FUND 248:							106.30
03/12/2021	GENF	6715(A)*#	FISHBECK THOMPSON CARR & HUBER	CAPITAL OUTLAY - LANDIMP	974-000	901	1,295.50
03/12/2021	GENF	6717(A)*	KAMMINGA AND ROODVOETS INC	CAPITAL OUTLAY - LANDIMP	974-000	901	21,927.76
03/25/2021	GENF	72682*#	FIRST BANKCARD	CC KORHORN - ICLOUD 50 GB STORAGE PLAN	924-100	170	0.99
03/25/2021	GENF	72707	UNITED BANK	INTEREST AND FEES- UNITED BANK	996-001	990	12,025.00
03/26/2021	GENF	6729(A)*#	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE	921-000	170	209.09
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100041081355 5613 28TH ST SE	921-000	170	91.34
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100088376080 3001 ORCHARD VISTA DR	921-000	170	62.25
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	170	143.68
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100090747807 6736 CASCADE RD SE	921-000	170	29.03
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST SE	921-000	170	249.91
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100012017305 6610 28TH ST SE	921-000	170	178.77
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100012213862 6658 28TH ST	921-000	170	29.45
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE	921-000	170	353.47
03/26/2021	GENF	6729(A)	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE	921-000	170	163.89
CHECK GENF 6729(A) TOTAL FOR FUND 248:							1,510.88
Total for fund 248 DDA							52,868.09
FUND 249 - BUILDING FUND							
03/04/2021	GENF	72593	ADA TOWNSHIP	PERMITS DUE TO ADA TWP	964-400	964	2,675.00
03/04/2021	GENF	72595	BENOIT, BILL	REIMBURSE 474 MILES - B.BENOIT	860-000	371	265.44
03/04/2021	GENF	72596	BIEGALLE, JEFFREY	REIMBURSE 465 MILES - J. BIEGALLE	860-000	371	260.40
03/04/2021	GENF	72598	CASCADE CHARTER TOWNSHIP	PERMITS DUE CASCADE TWP	964-800	964	4,630.00
03/04/2021	GENF	72601	KEN DAVIS	REIMBURSE 471 MILES - K. DAVIS	860-000	371	263.76
03/04/2021	GENF	72603*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	850	128.44
03/04/2021	GENF	72606	GRAND RAPIDS CHARTER TOWNSHIP	PERMITS DUE TO GR TWP	964-300	964	4,072.40
03/04/2021	GENF	72607	DANIEL L HEYER	REIMBURSE 289 MILES - D. HEYER	860-000	371	161.84
03/04/2021	GENF	72609	HUYSER, DANIEL A.	REIMBURSE 439 MILES- D. HUYSER	860-000	371	245.84

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03/04/2021	GENF	72613	VINCENT MILITO	REIMBURSE 396 MILES - V. MILITO	860-000	371	221.76
03/04/2021	GENF	72619	DOUG POOLMAN	REIMBURSE 142 MILES - D.POOLMAN	860-000	371	79.52
03/04/2021	GENF	72619	DOUG POOLMAN	REIMBURSE 230 MILES - D.POOLMAN	860-000	371	128.80
				CHECK GENF 72619 TOTAL FOR FUND 249:			208.32
03/04/2021	GENF	72621	ROWLADER, DENNIS	REIMBURSE 283 MILES - D.ROWLADER	860-000	371	158.48
03/04/2021	GENF	72622	RON SABIN	EDUCATION - R.SABIN	724-000	371	50.00
03/04/2021	GENF	72622	RON SABIN	REIMBURSE 455 MILES - R. SABIN	860-000	371	254.80
				CHECK GENF 72622 TOTAL FOR FUND 249:			304.80
03/04/2021	GENF	72638	BRIAN WILSON	REIMBURSE 179 MILES- B. WILSON	860-000	371	100.24
03/05/2021	GENF	6692(A)	EAST GRAND RAPIDS/CITY OF	PERMITS DUE TO EAST GR	964-500	964	2,145.20
03/05/2021	GENF	6697(A)	LOWELL TOWNSHIP	PERMITS DUE TO LOWELL TWP	964-100	964	2,474.40
03/05/2021	GENF	6698(A)	PLAINFIELD CHARTER TOWNSHIP	PERMITS DUE PLAINFIELD	964-600	964	4,021.20
03/05/2021	GENF	6709(A)	VERGENNES TOWNSHIP	PERMITS DUE TO VERGENNES TWP	964-200	964	298.20
03/05/2021	GENF	6710(A)	WOLVERINE PRINT SOLOUTIONS	PRINTING SUPPLIES- BUSINESS CARDS	727-000	371	381.01
03/05/2021	GENF	6710(A)	WOLVERINE PRINT SOLOUTIONS	PRINTING SUPPLIES- PERMIT POST CARDS	727-000	371	190.89
				CHECK GENF 6710(A) TOTAL FOR FUND 249:			571.90
03/11/2021	GENF	72644	CASCADE CHARTER TOWNSHIP	S/W CONNECTION 5353 52ND STREET	237-000	000	341.00
03/11/2021	GENF	72644	CASCADE CHARTER TOWNSHIP	S/W CONNECTION 5353 52ND STREET	237-000	000	341.00
				CHECK GENF 72644 TOTAL FOR FUND 249:			682.00
03/11/2021	GENF	72664*#	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	556.94
03/11/2021	GENF	72664	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	517.87
				CHECK GENF 72664 TOTAL FOR FUND 249:			1,074.81
03/12/2021	GENF	6714(A)	FIRST CHOICE COFFEE SERVICE	COFFEE CONTRACT	939-000	371	145.66
03/12/2021	GENF	6721(A)*#	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS-C558	939-000	371	258.76
03/12/2021	GENF	6721(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS-C453 FEB. 2021	939-000	371	80.36
				CHECK GENF 6721(A) TOTAL FOR FUND 249:			339.12
03/25/2021	GENF	72670	BENOIT, BILL	REIMBURSE 577 MILES - B.BENOIT	860-000	371	323.12
03/25/2021	GENF	72671	BIEGALLE, JEFFREY	REIMBURSE 534 MILES - J. BIEGALLE	860-000	371	299.04
03/25/2021	GENF	72674	CASCADE CHARTER TOWNSHIP	S/W CONNECTION 5724 TALL TIMBER ST	237-000	000	1,100.00
03/25/2021	GENF	72674	CASCADE CHARTER TOWNSHIP	S/W CONNECTION 5020 ROSS DR	237-000	000	5,562.00
03/25/2021	GENF	72674	CASCADE CHARTER TOWNSHIP	S/W CONNECTION 5020 ROSS DR	237-000	000	5,562.00
				CHECK GENF 72674 TOTAL FOR FUND 249:			12,224.00
03/25/2021	GENF	72675*#	COMCAST	BUILDING PHONES	924-000	371	57.16
03/25/2021	GENF	72676	KEN DAVIS	REIMBURSE 486 MILES - K. DAVIS	860-000	371	272.16
03/25/2021	GENF	72680*	FIDELITY SECURITY LIFE INS	VISION INSURANCE BENEFITS	718-000	850	128.44

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03/25/2021	GENF	72682*#	FIRST BANKCARD	CC WILSON - SAMS MEMBERSHIP 2021	723-000	371	45.00
03/25/2021	GENF	72682	FIRST BANKCARD	CC WILSON - TONER & OFFICE SUPPLIES	727-000	371	149.88
03/25/2021	GENF	72682	FIRST BANKCARD	CC WILSON - J2 EFAX SERVICES	924-000	371	16.95
				CHECK GENF 72682 TOTAL FOR FUND 249:			211.83
03/25/2021	GENF	72683*#	FIRST BANKCARD	CC ADMIN - BLDG OFFICE SUPPLIES	727-000	371	19.95
03/25/2021	GENF	72687	DANIEL L HEYER	REIMBURSE 141 MILES - D. HEYER	860-000	371	78.96
03/25/2021	GENF	72689	HUYSER, DANIEL A.	REIMBURSE 448 MILES - D. HUYSER	860-000	371	250.88
03/25/2021	GENF	72694	KUTCHINS, JULIE	MILEAGE KUTCHINS	860-000	371	39.10
03/25/2021	GENF	72696	VINCENT MILITO	REIMBURSE 582 MILES - V. MILITO	860-000	371	325.92
03/25/2021	GENF	72698*#	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	178.84
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	440.25
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	173.31
03/25/2021	GENF	72698	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	26.34
				CHECK GENF 72698 TOTAL FOR FUND 249:			818.74
03/25/2021	GENF	72700*	PROGRESSIVE AE	CAPITAL OUTLAY - BLDGIMP	975-000	901	18,012.97
03/25/2021	GENF	72700	PROGRESSIVE AE	CAPITAL OUTLAY - BLDGIMP	975-000	901	3,740.15
				CHECK GENF 72700 TOTAL FOR FUND 249:			21,753.12
03/25/2021	GENF	72701	ROWLADER, DENNIS	REIMBURSE 348 MILES - D.ROWLADER	860-000	371	194.88
03/25/2021	GENF	72702	RON SABIN	REIMBURSE 436 MILES - R. SABIN	860-000	371	244.16
03/25/2021	GENF	72705	TIM SPARKS	REIMBURSE 94 MILES - T.SPARKS	860-000	371	52.64
03/25/2021	GENF	72711	BRIAN WILSON	DEPARTMENT UNIFORMS - B.WILSON	768-000	371	154.59
03/25/2021	GENF	72711	BRIAN WILSON	REIMBURSE 266 MILES - B. WILSON	860-000	371	148.96
				CHECK GENF 72711 TOTAL FOR FUND 249:			303.55
03/25/2021	GENF	72712*#	WINDSTREAM	BLDG PHONES	924-000	371	39.28
03/26/2021	GENF	52(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	12,389.21
03/26/2021	GENF	6730(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	850	880.30
03/26/2021	GENF	6736(A)	RICOH USA INC	PRINTER	939-000	371	64.58
03/26/2021	GENF	6737(A)*	I T RIGHT	CAPITAL OUTLAY - BLDGIMP SERVER	975-000	901	3,324.68
				Total for fund 249 BUILDING FUND			79,744.91
FUND 270 - LIBRARY FUND							
03/04/2021	GENF	72602	ELEVATOR SERVICE INC	LIBRARY MAINTENANCE	931-000	790	127.00
03/04/2021	GENF	72614*#	MINER SUPPLY COMPANY	LIBRARY MAINTENANCE	931-000	790	515.43
03/05/2021	GENF	6696(A)*#	KENT COUNTY TREASURER	LIBRARY PROPERTY TAX REFUNDS	950-000	790	57.06
03/11/2021	GENF	72639*#	ARROWASTE	LIBRARY MAINTENANCE- TRASH/ RECYCLE	931-000	790	159.96

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03/11/2021	GENF	72646*#	CINTAS	LIBRARY MAINTENANCE	931-000	790	572.40
03/11/2021	GENF	72650*#	DTE ENERGY	LIBRARY HEATING DTE ENERGY	923-000	790	2,218.03
03/11/2021	GENF	72656	MINER SUPPLY COMPANY	LIBRARY MAINTENANCE	931-000	790	94.92
03/11/2021	GENF	72656	MINER SUPPLY COMPANY	LIBRARY MAINTENANCE	931-000	790	94.92
				CHECK GENF 72656 TOTAL FOR FUND 270:			189.84
03/12/2021	GENF	6720(A)*#	KINGSLAND'S ACE HARDWARE	SCREWS AND WASHERS	931-000	790	12.03
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	HANDY BOX EXTEN	931-000	790	2.51
03/12/2021	GENF	6720(A)	KINGSLAND'S ACE HARDWARE	BATTERIES	931-000	790	16.99
				CHECK GENF 6720(A) TOTAL FOR FUND 270:			31.53
03/25/2021	GENF	72675*#	COMCAST	LIBRARY PHONES	924-000	790	16.33
03/25/2021	GENF	72677	ELEVATOR SERVICE INC	LIBRARY MAINTENANCE	931-000	790	1,250.00
03/25/2021	GENF	72712*#	WINDSTREAM	LIBRARY PHONES	924-000	790	78.56
03/26/2021	GENF	6729(A)*#	CONSUMERS ENERGY	100000284784 2870 JACK SMITH AVE SE	921-000	790	3,432.59
				Total for fund 270 LIBRARY FUND			8,648.73
FUND 282 - CARES ACT							
03/11/2021	GENF	72654	KENT COUNTY	KENT COUNTY WIFI	528-005	000	709.21
				Total for fund 282 CARES ACT			709.21
FUND 701 - TRUST & AGENCY							
03/26/2021	GENF	6732(A)*#	FISHBECK THOMPSON CARR & HUBER	EDWARD ROSE/ GARDEN APARTMENTS	252-240	000	1,786.00
				Total for fund 701 TRUST AND AGENCY			1,786.00
FUND 703 - TAX FUND							
03/04/2021	GENF	72615	SINGH USHA	DUE TO 41-19-16-326-001	275-000	000	2,315.15
03/04/2021	GENF	72616	EPIQUE HOMES, INC.	DUE TO 41-19-26-452-009	275-000	000	218.12
03/04/2021	GENF	72617	ATA NATIONAL TITLE GROUP LLC	DUE TO 41-19-35-450-010	275-000	000	35.10
03/04/2021	GENF	72627	CASCADE CHARTER TOWNSHIP	CCT-INTEREST & PENALTY	214-111	000	208.18
03/04/2021	GENF	72627	CASCADE CHARTER TOWNSHIP	CCT FIRE	214-115	000	114,812.22
03/04/2021	GENF	72627	CASCADE CHARTER TOWNSHIP	CCT FIRE PP	214-115	000	21,494.06
03/04/2021	GENF	72627	CASCADE CHARTER TOWNSHIP	CCT IFT FIRE	214-215	000	3,401.42
				CHECK GENF 72627 TOTAL FOR FUND 703:			139,915.88
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - OPERATING	214-110	000	84,818.60
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - OPERATING TAXES PP	214-110	000	15,878.98
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT-INTEREST	214-111	000	283.24
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - OVER/SHORT	214-112	000	(1.99)
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - PA 105 INTEREST	214-135	000	0.44
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - STREET LIGHTS	214-140	000	3,996.48
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - ADMIN	214-155	000	15,088.63
03/04/2021	GENF	72628	CASCADE CHARTER TWP	CCT - IFT OPERATING TAXES	214-210	000	2,512.82
				CHECK GENF 72628 TOTAL FOR FUND 703:			122,577.20
03/04/2021	GENF	72629	LIBRARY FUND	CCT-INTEREST & PENALTY	214-111	000	23.76
03/04/2021	GENF	72629	LIBRARY FUND	CCT - LIBRARY	214-120	000	13,083.94

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03/04/2021	GENF	72629	LIBRARY FUND	CCT - LIBRARY PP	214-120	000	2,449.55
03/04/2021	GENF	72629	LIBRARY FUND	CCT-IFT LIBRARY	214-220	000	387.62
				CHECK GENF 72629 TOTAL FOR FUND 703:			15,944.87
03/04/2021	GENF	72630	CASCADE CHARTER TOWNSHIP	CCT-INTEREST & PENALTY	214-111	000	36.37
03/04/2021	GENF	72630	CASCADE CHARTER TOWNSHIP	CCT OPEN SPACE	214-116	000	20,075.95
03/04/2021	GENF	72630	CASCADE CHARTER TOWNSHIP	CCT OPEN SPACE PP	214-116	000	3,758.55
03/04/2021	GENF	72630	CASCADE CHARTER TOWNSHIP	CCT OPEN SPACE IFT	214-216	000	594.78
				CHECK GENF 72630 TOTAL FOR FUND 703:			24,465.65
03/04/2021	GENF	72631	PATHWAYS FUND	CCT-PATHWAYS	214-100	000	30,678.62
03/04/2021	GENF	72631	PATHWAYS FUND	CCT-PATHWAYS PP	214-100	000	5,743.49
03/04/2021	GENF	72631	PATHWAYS FUND	CCT-INTEREST & PENALTY	214-111	000	55.60
03/04/2021	GENF	72631	PATHWAYS FUND	CCT - IFT PATHWAYS	214-200	000	908.90
				CHECK GENF 72631 TOTAL FOR FUND 703:			37,386.61
03/04/2021	GENF	72632	POLICE FUND	CCT-POLICE	214-105	000	40,074.66
03/04/2021	GENF	72632	POLICE FUND	CCT-POLICE PP	214-105	000	7,502.47
03/04/2021	GENF	72632	POLICE FUND	CCT-INTEREST & PENALTY	214-111	000	72.62
03/04/2021	GENF	72632	POLICE FUND	CCT - IFT POLICE	214-205	000	1,187.25
				CHECK GENF 72632 TOTAL FOR FUND 703:			48,837.00
03/04/2021	GENF	72633	CASCADE CHARTER TOWNSHIP	41-19-08-100-034	214-135	000	67.41
03/04/2021	GENF	72634	KENT COUNTY DRAIN COMMISSION	FASE ST	222-180	000	172.63
03/04/2021	GENF	72634	KENT COUNTY DRAIN COMMISSION	HUMPHREY	222-180	000	1,335.61
03/04/2021	GENF	72634	KENT COUNTY DRAIN COMMISSION	OATMAN	222-180	000	2,462.30
				CHECK GENF 72634 TOTAL FOR FUND 703:			3,970.54
03/04/2021	GENF	72635	KENT DISTRICT LIBRARY	KDL - TAXES	223-110	000	131,528.53
03/04/2021	GENF	72635	KENT DISTRICT LIBRARY	KDL - TAX INTEREST	223-111	000	200.90
03/04/2021	GENF	72635	KENT DISTRICT LIBRARY	KDL - IFT TAXES	223-210	000	3,282.19
				CHECK GENF 72635 TOTAL FOR FUND 703:			135,011.62
03/04/2021	GENF	72636	STATE OF MICHIGAN	IFT SET & OPER TAX CALED OPER	228-201	000	10,908.24
03/04/2021	GENF	72636	STATE OF MICHIGAN	IFT SET & OPER TAX FHPS OPER	228-201	000	908.41
				CHECK GENF 72636 TOTAL FOR FUND 703:			11,816.65
03/05/2021	GENF	6699(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - OPERATING	225-410	000	139,932.23
03/05/2021	GENF	6699(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - INTEREST OPER	225-411	000	130.16
				CHECK GENF 6699(A) TOTAL FOR FUND 703:			140,062.39
03/05/2021	GENF	6700(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - INTEREST	225-411	000	119.93
03/05/2021	GENF	6700(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - DEBT	225-420	000	87,630.03
03/05/2021	GENF	6700(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - IFT DEBT	225-520	000	8,452.40
				CHECK GENF 6700(A) TOTAL FOR FUND 703:			96,202.36
03/05/2021	GENF	6701(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - OPERATING	225-110	000	154,753.93
03/05/2021	GENF	6701(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - INTEREST	225-111	000	2,439.50
03/05/2021	GENF	6701(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - DEBT	225-120	000	269,310.89
03/05/2021	GENF	6701(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - RECREATION	225-130	000	40,091.59
03/05/2021	GENF	6701(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - IFT DEBT	225-220	000	644.72
03/05/2021	GENF	6701(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - IFT RECREATION	225-230	000	95.96
				CHECK GENF 6701(A) TOTAL FOR FUND 703:			467,336.59
03/05/2021	GENF	6702(A)	GRAND RAPIDS COMMUNITY COLLEGE	GRCC - TAXES	235-110	000	5,986.77
03/05/2021	GENF	6702(A)	GRAND RAPIDS COMMUNITY COLLEGE	GRCC - TAXES INTEREST	235-111	000	317.64
				CHECK GENF 6702(A) TOTAL FOR FUND 703:			6,304.41
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - OPERATING	222-110	000	14,474.70
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - INTEREST	222-111	000	1,085.04
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - JAIL	222-160	000	80,676.71
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - ZOO/MUSEUM	222-165	000	44,963.58
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - SENIOR	222-170	000	51,100.39

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 03/01/2021 - 03/31/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - VETERAN'S MILLAGE	222-172	000	5,089.15
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - EARLY CHILDHOOD	222-185	000	25,758.14
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT JAIL	222-260	000	2,013.22
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT ZOO/MUSEUM	222-265	000	1,122.04
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT SENIOR	222-270	000	1,275.18
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT VETERAN'S MILLAGE	222-272	000	126.99
03/05/2021	GENF	6704(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT EARLY CHILDHOOD	222-285	000	642.79
				CHECK GENF 6704(A) TOTAL FOR FUND 703:			<u>228,327.93</u>
03/05/2021	GENF	6705(A)	KENT COUNTY TREASURER-SET	KENT COUNTY - INTEREST	222-111	000	1,012.91
03/05/2021	GENF	6705(A)	KENT COUNTY TREASURER-SET	CALEDONIA SET & OPERATING TAX (COUNTY)	228-001	000	482.45
03/05/2021	GENF	6705(A)	KENT COUNTY TREASURER-SET	FHPS SET & OPERATING TAX (COUNTY)	228-001	000	18,044.15
03/05/2021	GENF	6705(A)	KENT COUNTY TREASURER-SET	LOWELL SET & OPERATING TAX (COUNTY)	228-001	000	735.18
				CHECK GENF 6705(A) TOTAL FOR FUND 703:			<u>20,274.69</u>
03/05/2021	GENF	6706(A)	KENT INTERMEDIATE SCHOOLS	KENT ISD - TAXES	234-110	000	19,080.31
03/05/2021	GENF	6706(A)	KENT INTERMEDIATE SCHOOLS	KENT ISD - TAXES INTEREST	234-111	000	1,012.30
				CHECK GENF 6706(A) TOTAL FOR FUND 703:			<u>20,092.61</u>
03/05/2021	GENF	6707(A)	LOWELL AREA SCHOOLS	LOWELL - OPERATING	226-110	000	4,879.09
03/05/2021	GENF	6707(A)	LOWELL AREA SCHOOLS	LOWELL - INTEREST	226-111	000	20.92
03/05/2021	GENF	6707(A)	LOWELL AREA SCHOOLS	LOWELL - DEBT	226-120	000	6,790.58
03/05/2021	GENF	6707(A)	LOWELL AREA SCHOOLS	LOWELL BLDG/SITE	226-130	000	931.22
				CHECK GENF 6707(A) TOTAL FOR FUND 703:			<u>12,621.81</u>
03/11/2021	GENF	72657	RONALD GOODYKE	DUE TO 41-19-05-351-030	275-002	000	2,354.55
03/25/2021	GENF	72697	CHICAGO TITLE OF MICHIGAN, INC	DUE TO 41-19-03-176-022	275-000	000	284.04
				Total for fund 703 CURRENT TAX COLLECTION FUND			<u>1,536,423.18</u>

TOTAL - ALL FUNDS

\$ 2,181,354.40

* *-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**FINANCIAL REPORTS
MARCH 2021
PRE-AUDIT**

FUND NAME	FUND BALANCE	LIABILITIES LONG TERM DEBT	BOND FINAL PAYMENT	CURRENT INTEREST RATE
GENERAL FUND - 101 UNASSIGNED	5,012,301			
GENERAL FUND - 101 COMMITTED	2,999,543			
GENERAL FUND BALANCE	<u>\$ 8,011,844</u>			
FIRE FUND - 206- RESTRICTED BALANCE	\$ 2,389,618			
POLICE FUND - 207 RESTRICTED	1,174,751			
POLICE FUND - 207 COMMITTED	230,000			
POLICE FUND BALANCE	<u>\$ 1,404,751</u>			
HAZMAT FUND - 208 RESTRICTED	\$ 31,443			
CCT OPEN SPACE FUND - 209 RESTRICTED	397,896	REF/2017 2,667,343	2028	1.94
OCTOBER HOMEYER - 209 COMMITTED	356,412	**		
CCT OPEN SPACE FUND BALANCE	<u>\$ 754,309</u>			
DAM MAJOR REPAIR FUND - 211 RESTRICTED	478,162			
DAM MAJOR REPAIR FUND - 211 COMMITTED	250,000			
DAM MAJOR REPAIR FUND BALANCE	<u>\$ 728,162</u>			
PATHWAYS FUND -216- RESTRICTED BALANCE	\$ 2,018,101			
IMPROVEMENT REVOLVING FUND - 246 RESTRICTED	\$ 1,699,618			
DDA FUND - 248 RESTRICTED	\$ 1,002,351	REF/2010 PAID IN-FULL	-	2020 3.45
BUILDING INSP FUND - 249 RESTRICTED	2,020,192			
BUILDING INSP FUND - 249 COMMITTED	1,000,000			
BUILDING INSP FUND BALANCE	<u>\$ 3,020,192</u>			
LIBRARY FUND - 270 RESTRICTED	1,657,861			
LIBRARY FUND - 270 COMMITTED	400,000			
LIBRARY FUND BALANCE	<u>\$ 2,057,861</u>			
TOTAL ALL FUNDS	<u>\$ 23,235,767</u>	<u>\$ 2,667,343</u>		
<u>TRUST AND AGENCY FUNDS</u>				
CEMETERY TRUST FUND - 151 NONSPENDABLE	108,435			
CEMETERY TRUST FUND - 151 COMMITTED	9,083			
TOTAL CEMETERY TRUST FUND	<u>\$ 117,518</u>			
TRUST & AGENCY FUND -701	\$ 204,173			
TAX FUND - 703	\$ 396,802			
TOTAL TRUST & AGENCY	<u>\$ 718,493</u>			

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

FOR DETAILS OF COMMITTED FUNDS, SEE BALANCE SHEET OF EACH FUND
BOARD RESOLUTIONS: 104-2012, 8-2018
ARTICLE 7, BOARD MTG 3/28/2018

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-401-401	GENERAL PROPERTY TAXES	1,412,262.28	1,466,381.00	1,424,947.87	84,818.60	41,433.13	97.17
101-000-401-405	STREETLIGHT	77,350.44	78,000.00	76,715.49	4,151.48	1,284.51	98.35
101-000-401-410	PERSONAL PROPERTY TAX	96,806.89	104,027.00	100,928.52	15,878.98	3,098.48	97.02
101-000-401-420	DELINQUENT TAXES	2,901.82	5,000.00	0.00	0.00	5,000.00	0.00
101-000-401-437	ABATEMENT TAXES	11,888.21	17,331.00	17,331.04	2,512.82	(0.04)	100.00
101-000-401-445	INTEREST & PENALTIES ON TAXES	3,205.75	5,000.00	2,402.64	764.22	2,597.36	48.05
101-000-401-447	TAX ADMINISTRATION FEES	674,710.24	635,000.00	150,554.30	15,088.63	484,445.70	23.71
101-000-450-460	CABLE REVENUE	336,492.91	336,000.00	2,326.17	2,326.17	333,673.83	0.69
101-000-450-465	CABLE - PEG FEES	70,063.14	70,000.00	0.00	0.00	70,000.00	0.00
101-000-450-490	DOG LICENSES	152.80	150.00	28.80	0.00	121.20	19.20
101-000-450-498	OTHER PERMITS	0.00	400.00	50.00	0.00	350.00	12.50
101-000-451-000	LIQUOR LICENSE	25,725.15	25,000.00	0.00	0.00	25,000.00	0.00
101-000-539-576	STATE SHARED REV.-SALES TAX	1,567,156.00	1,549,396.00	0.00	0.00	1,549,396.00	0.00
101-000-539-581	METRO ACT	17,477.04	17,000.00	0.00	0.00	17,000.00	0.00
101-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE	65,541.04	49,156.00	21,247.21	21,247.21	27,908.79	43.22
101-000-600-608	PLANNING AND ZONING FEES	42,558.45	25,000.00	6,207.50	5,857.50	18,792.50	24.83
101-000-600-610	SUMMER TAX COLLECTION FEE	26,000.80	26,000.00	0.00	0.00	26,000.00	0.00
101-000-600-611	SEWER & WATER IMPLEMENTATION	37,288.57	21,000.00	0.00	0.00	21,000.00	0.00
101-000-600-614	PA 198 TAX APPLICATION FEE	1,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000-600-626	PASSPORT APPLICATION FEE	10,955.00	21,000.00	0.00	0.00	21,000.00	0.00
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	10,915.00	15,000.00	4,390.00	2,845.00	10,610.00	29.27
101-000-600-647	YARD WASTE TAG FEE	872.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000-665-000	INTEREST ON INVESTMENTS	163,060.12	80,000.00	23,265.16	16,082.24	56,734.84	29.08
101-000-665-002	DAM LEASE PAYMENTS	70,000.00	70,000.00	35,000.00	17,500.00	35,000.00	50.00
101-000-665-003	RENTAL OF FACILITIES	585.00	600.00	0.00	0.00	600.00	0.00
101-000-665-004	CELLULAR TOWERS	103,176.96	109,000.00	53,391.01	16,039.51	55,608.99	48.98
101-000-665-014	CELL TOWER - KEPS ANTENA LEASE	900.00	1,800.00	225.00	0.00	1,575.00	12.50
101-000-671-653	PARK INCOME	4,320.00	7,000.00	1,665.00	800.00	5,335.00	23.79
101-000-671-671	MISCELLANEOUS INCOME	23,554.85	4,000.00	504.09	75.45	3,495.91	12.60
101-000-671-675	DONATIONS	4,000.00	0.00	0.00	0.00	0.00	0.00
101-000-671-676	PARK DONATIONS	0.00	0.00	(1,220.36)	(1,220.36)	1,220.36	100.00
101-000-671-680	MISC INCOME - TRANSIT TICKETS	430.00	500.00	105.00	0.00	395.00	21.00
101-000-671-683	REIMBURSEMENTS/REFUNDS	5,946.21	0.00	0.00	0.00	0.00	0.00
101-000-673-000	SALE OF ASSETS	2,538.00	2,500.00	50.00	0.00	2,450.00	2.00
101-000-674-000	4TH OF JULY SPONSORS	0.00	20,000.00	5,300.00	0.00	14,700.00	26.50
101-000-674-200	HALLOWEEN SPONSORS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000-675-000	DDA CONTRIBUTION	99,426.00	99,426.00	0.00	0.00	99,426.00	0.00
101-000-676-000	ELECTION REIMBURSEMENT	26,822.65	0.00	0.00	0.00	0.00	0.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION	99,135.36	100,000.00	8,857.00	4,630.00	91,143.00	8.86
101-000-679-100	REIMBURSEMENT FROM PATHWAYS	50,974.00	50,974.00	0.00	0.00	50,974.00	0.00
101-000-679-200	REIMBURSEMENT FROM LIBRARY	76,461.00	76,461.00	0.00	0.00	76,461.00	0.00
101-000-679-300	REIMBURSEMENT FROM CEMETERY	(1,725.00)	0.00	0.00	0.00	0.00	0.00
101-000-699-100	TRANSFER FROM	40,362.00	40,362.00	0.00	0.00	40,362.00	0.00
Total Revenues		5,261,290.68	5,133,464.00	1,934,271.44	209,397.45	3,199,192.56	37.68
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-704-000	WAGES- PART TIME	39,834.47	39,926.00	7,252.43	3,397.00	32,673.57	18.16
101-101-723-000	TOWNSHIP DUES	16,944.58	19,050.00	597.00	367.00	18,453.00	3.13
101-101-724-000	EDUCATION	1,900.00	1,700.00	0.00	0.00	1,700.00	0.00
101-101-860-000	TRUSTEE MILEAGE	0.00	250.00	0.00	0.00	250.00	0.00
101-101-862-500	TRUSTEE EXPENSE ACCOUNT	0.00	500.00	0.00	0.00	500.00	0.00
101-101-924-100	TRUSTEE CELL PHONES	1,795.42	1,200.00	236.41	172.62	963.59	19.70
101-101-981-000	OFFICE EQUIPMENT	143.04	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 101 - TOWNSHIP BOARD		60,617.51	63,626.00	8,085.84	3,936.62	55,540.16	12.71
Dept 171 - SUPERVISOR							
101-171-702-000	WAGES- FULL TIME	195,011.65	200,061.00	39,882.39	23,701.41	160,178.61	19.94
101-171-703-200	ASSIGNABLE SALARY	0.00	29,546.00	0.00	0.00	29,546.00	0.00
101-171-704-000	WAGES- PART TIME	22,130.19	22,181.00	4,029.13	1,887.23	18,151.87	18.16
101-171-723-000	SUPERVISOR MEMBERSHIPS AND DUES	1,975.20	3,525.00	0.00	0.00	3,525.00	0.00
101-171-724-000	EDUCATION	1,058.72	6,900.00	100.00	0.00	6,800.00	1.45
101-171-725-100	TUITION REIMBURSEMENT	2,073.00	3,500.00	0.00	0.00	3,500.00	0.00

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
101-171-860-000	SUPERVISOR MILEAGE	1,600.28	4,600.00	0.00	0.00	4,600.00	0.00
101-171-862-500	SUPERVISOR EXPENSE ACCOUNT	0.00	500.00	0.00	0.00	500.00	0.00
101-171-862-550	MANAGER EXPENSE ACCOUNT	348.81	1,000.00	0.00	0.00	1,000.00	0.00
101-171-901-000	SUPERVISOR PUBLICATIONS	162.54	500.00	0.00	0.00	500.00	0.00
101-171-925-000	SUPERVISOR CELL PHONE	4,103.88	2,940.00	431.62	282.72	2,508.38	14.68
101-171-967-000	SPECIAL PROJECTS	1,680.00	10,000.00	2,240.00	0.00	7,760.00	22.40
101-171-981-000	OFFICE EQUIPMENT	0.00	3,000.00	1,223.64	0.00	1,776.36	40.79
Total Dept 171 - SUPERVISOR		230,144.27	288,253.00	47,906.78	25,871.36	240,346.22	16.62
Dept 215 - CLERK							
101-215-702-000	WAGES- FULL TIME	71,682.43	56,279.00	17,707.52	10,996.64	38,571.48	31.46
101-215-704-000	WAGES- PART TIME	17,704.15	17,745.00	3,223.31	1,509.78	14,521.69	18.16
101-215-707-000	WAGES- CASUAL	1,300.00	17,087.00	0.00	0.00	17,087.00	0.00
101-215-723-000	CLERK MEMBERSHIPS AND DUES	670.00	600.00	75.00	0.00	525.00	12.50
101-215-724-000	EDUCATION	1,989.30	5,100.00	0.00	0.00	5,100.00	0.00
101-215-725-000	CLERK TUITION REIMBURSEMENT	0.00	3,500.00	0.00	0.00	3,500.00	0.00
101-215-768-000	UNIFORMS	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-860-000	CLERK MILEAGE	860.63	1,000.00	4.59	0.00	995.41	0.46
101-215-862-500	CLERK'S EXPENSE ACCOUNT	3.95	500.00	0.00	0.00	500.00	0.00
101-215-925-000	CLERK CELL PHONE	1,777.23	1,200.00	405.13	213.84	794.87	33.76
101-215-981-000	OFFICE EQUIPMENT	1,127.71	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 215 - CLERK		97,115.40	106,011.00	21,415.55	12,720.26	84,595.45	20.20
Dept 253 - TREASURER							
101-253-702-000	WAGES- FULL TIME	109,131.18	110,430.00	26,761.92	13,161.60	83,668.08	24.23
101-253-704-000	WAGES- PART TIME	17,704.15	17,745.00	3,223.31	1,509.78	14,521.69	18.16
101-253-707-000	WAGES- CASUAL	939.90	3,000.00	0.00	0.00	3,000.00	0.00
101-253-707-100	ADDITIONAL HELP/OVERTIME	0.00	1,500.00	0.00	0.00	1,500.00	0.00
101-253-723-000	TREASURER MEMBERSHIPS AND DUES	649.00	600.00	(100.00)	(100.00)	700.00	(16.67)
101-253-724-000	EDUCATION	0.00	3,000.00	550.00	0.00	2,450.00	18.33
101-253-725-000	EDUCATION/TUITION REIMBURSEMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-253-860-000	TREASURER MILEAGE	384.40	500.00	71.12	67.20	428.88	14.22
101-253-862-500	TREASURER'S EXPENSE ACCOUNT	0.00	200.00	0.00	0.00	200.00	0.00
101-253-924-100	TREASURER'S CELL PHONES	162.78	600.00	78.80	57.54	521.20	13.13
101-253-939-000	TREASURER SERVICE CONTRACTS	2,371.00	2,500.00	0.00	0.00	2,500.00	0.00
101-253-981-000	OFFICE EQUIPMENT	510.00	5,600.00	2,468.50	0.00	3,131.50	44.08
Total Dept 253 - TREASURER		131,852.41	146,675.00	33,053.65	14,696.12	113,621.35	22.54
Dept 257 - ASSESSING							
101-257-702-000	WAGES- FULL TIME	197,921.97	210,456.00	50,018.30	24,599.16	160,437.70	23.77
101-257-707-000	WAGES- CASUAL	2,310.00	17,836.00	1,179.23	1,179.23	16,656.77	6.61
101-257-723-000	ASSESSING MEMBERSHIPS AND DUES	2,025.75	1,820.00	0.00	0.00	1,820.00	0.00
101-257-724-000	EDUCATION	2,250.54	9,250.00	427.50	150.00	8,822.50	4.62
101-257-727-000	ASSESSING OFFICE SUPPLIES	5,029.80	1,500.00	35.50	10.00	1,464.50	2.37
101-257-752-000	SUPPLIES	45.98	0.00	70.19	70.19	(70.19)	100.00
101-257-801-000	ASSESSING CONTRACTUAL SERVICES	18,000.00	24,000.00	8,000.00	2,000.00	16,000.00	33.33
101-257-808-000	BOARD OF REVIEW EXPENSES	218.36	5,025.00	1,464.43	1,339.43	3,560.57	29.14
101-257-860-000	ASSESSING MILEAGE	107.36	2,900.00	0.00	0.00	2,900.00	0.00
101-257-862-500	ASSESSING EXPENSE ACCOUNT	0.00	100.00	0.00	0.00	100.00	0.00
101-257-900-000	ASSESSING PRINTING AND PUBLISHING	162.50	1,600.00	0.00	0.00	1,600.00	0.00
101-257-924-100	CELL PHONES/DATA	493.04	2,400.00	432.78	265.17	1,967.22	18.03
101-257-939-000	ASSESSING MISC CONTRACTS	4,037.20	6,925.00	2,110.00	0.00	4,815.00	30.47
101-257-981-000	OFFICE EQUIPMENT	2,841.67	5,600.00	1,213.18	0.00	4,386.82	21.66
Total Dept 257 - ASSESSING		235,444.17	289,412.00	64,951.11	29,613.18	224,460.89	22.44
Dept 262 - ELECTIONS							
101-262-703-000	ELECTION SALARIES/PT HELP	10,572.75	0.00	1,146.17	504.57	(1,146.17)	100.00
101-262-707-000	WAGES- CASUAL	81,152.10	30,720.00	8,484.67	2,462.71	22,235.33	27.62
101-262-756-000	ELECTION SUPPLIES	15,221.05	6,000.00	846.34	0.00	5,153.66	14.11
101-262-788-000	ELECTION MISC EXPENSES	15,647.26	3,000.00	0.00	0.00	3,000.00	0.00
101-262-932-000	MAINT/OFFICE EQUIP & COMPUTER REPAIR	0.00	500.00	0.00	0.00	500.00	0.00
Total Dept 262 - ELECTIONS		122,593.16	40,220.00	10,477.18	2,967.28	29,742.82	26.05
Dept 265 - BUILDING AND GROUNDS							
101-265-702-000	WAGES- FULL TIME	293,129.27	292,329.00	70,967.65	34,918.63	221,361.35	24.28
101-265-707-000	WAGES- CASUAL	23,757.50	57,600.00	0.00	0.00	57,600.00	0.00
101-265-713-000	OVERTIME	5,491.97	10,000.00	1,287.24	302.27	8,712.76	12.87
101-265-724-000	EDUCATION	0.00	1,250.00	0.00	0.00	1,250.00	0.00

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021	MONTH 03/31/21	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
101-265-768-000	BLDG & GROUNDS UNIFORMS	1,571.46	3,200.00	118.92	118.92	3,081.08	3.72
101-265-802-200	JANITORIAL & MAINTENANCE	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-265-863-000	VEHICLE MAINT	37,101.58	35,000.00	4,330.68	389.82	30,669.32	12.37
101-265-864-000	FUEL	11,710.94	20,000.00	4,262.61	1,288.13	15,737.39	21.31
101-265-921-000	COMPLEX ELECTRICITY	35,306.73	35,000.00	7,685.70	2,971.94	27,314.30	21.96
101-265-923-000	COMPLEX HEATING	11,276.74	12,000.00	5,408.04	2,816.86	6,591.96	45.07
101-265-924-000	COMPLEX PHONES	23,061.85	21,900.00	9,938.53	2,047.93	11,961.47	45.38
101-265-924-100	BLDG AND GROUNDS CELL PHONES	2,758.87	3,000.00	568.23	351.04	2,431.77	18.94
101-265-927-000	COMPLEX WATER-SEWER	8,148.32	7,500.00	1,566.15	118.89	5,933.85	20.88
101-265-931-000	COMPLEX MAINTENANCE	69,271.58	60,000.00	23,981.47	5,988.74	36,018.53	39.97
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	504.00	16,750.00	15,600.00	0.00	1,150.00	93.13
101-265-939-000	SERVICE CONTRACTS	0.00	800.00	0.00	0.00	800.00	0.00
101-265-981-000	OFFICE EQUIPMENT	1,085.26	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 265 - BUILDING AND GROUNDS		524,176.07	583,329.00	145,715.22	51,313.17	437,613.78	24.98
Dept 276 - CEMETERY							
101-276-820-000	BACKHOE SERVICES	0.00	5,000.00	0.00	0.00	5,000.00	0.00
101-276-921-000	CEMETERY ELECTRICITY	939.38	1,000.00	344.75	98.26	655.25	34.48
101-276-931-000	MAINT & REPAIR/IMPROVEMENTS	603.44	15,000.00	0.00	0.00	15,000.00	0.00
101-276-932-000	CEMETERY MAINT	3,408.90	0.00	150.29	150.29	(150.29)	100.00
Total Dept 276 - CEMETERY		4,951.72	21,000.00	495.04	248.55	20,504.96	2.36
Dept 295 - ADMINISTRATIVE							
101-295-702-000	WAGES- FULL TIME	104,266.44	123,748.00	30,379.94	14,767.20	93,368.06	24.55
101-295-704-000	WAGES- PART TIME	23,614.08	36,350.00	0.00	0.00	36,350.00	0.00
101-295-707-000	WAGES- CASUAL	15,056.48	5,000.00	8,658.36	6,052.21	(3,658.36)	173.17
101-295-713-000	OVERTIME	7,841.40	5,000.00	2,126.49	1,196.92	2,873.51	42.53
101-295-723-000	MEMBERSHIP AND DUES	409.00	775.00	0.00	0.00	775.00	0.00
101-295-724-000	EDUCATION	334.00	7,000.00	0.00	0.00	7,000.00	0.00
101-295-726-000	EMPLOYEE TRAINING	1,747.47	10,000.00	0.00	0.00	10,000.00	0.00
101-295-727-000	OFFICE SUPPLIES	12,965.32	15,000.00	4,771.39	3,255.48	10,228.61	31.81
101-295-730-000	POSTAGE	16,724.97	19,000.00	1,564.97	0.00	17,435.03	8.24
101-295-752-000	SUPPLIES	0.00	0.00	13.93	0.00	(13.93)	100.00
101-295-755-000	COVID 19 EXPENSES	0.00	0.00	952.12	0.00	(952.12)	100.00
101-295-787-000	MISCELLANEOUS	14,267.37	17,200.00	4,688.05	140.08	12,511.95	27.26
101-295-807-000	AUDIT FEES & SERVICES	15,040.00	15,040.00	0.00	0.00	15,040.00	0.00
101-295-810-000	LIABILITY INSURANCE	22,962.10	25,013.00	24,628.30	0.00	384.70	98.46
101-295-814-000	TAX/ASSESSING ADMIN COSTS	15,878.17	22,000.00	3,044.20	3,044.20	18,955.80	13.84
101-295-815-000	COMPUTER COSTS-ISP	14,207.22	4,800.00	493.00	254.00	4,307.00	10.27
101-295-815-100	COMPUTER COSTS-WEB SITE	165.00	6,000.00	0.00	0.00	6,000.00	0.00
101-295-816-000	INSECT/WEED CONTROL	54,248.00	58,800.00	0.00	0.00	58,800.00	0.00
101-295-821-000	ENGINEERING COSTS	33,428.55	35,000.00	3,447.50	0.00	31,552.50	9.85
101-295-826-000	LEGAL FEES	61,308.40	40,000.00	27,785.50	8,674.00	12,214.50	69.46
101-295-850-000	COMMUNICATIONS	38.35	0.00	0.00	0.00	0.00	0.00
101-295-860-000	ADMINISTRATIVE MILEAGE	0.00	500.00	0.00	0.00	500.00	0.00
101-295-881-000	FOURTH OF JULY	0.00	50,000.00	23,187.50	0.00	26,812.50	46.38
101-295-881-200	HALLOWEEN	225.01	2,500.00	0.00	0.00	2,500.00	0.00
101-295-881-300	KDL MUSIC PROGRAMING	0.00	3,500.00	0.00	0.00	3,500.00	0.00
101-295-882-000	SENIOR CITIZENS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-295-885-000	NEWSLETTER	16,355.78	22,800.00	3,771.85	3,771.85	19,028.15	16.54
101-295-900-000	PRINTING/PUBLISHING	10,323.10	12,000.00	6,321.97	1,195.50	5,678.03	52.68
101-295-924-100	CELL PHONES/DATA	2,745.85	1,800.00	754.99	467.87	1,045.01	41.94
101-295-939-000	SERVICE CONTRACTS	14,781.63	17,000.00	1,668.20	134.30	15,331.80	9.81
101-295-941-000	POSTAGE MACHINE LEASE	2,752.68	2,800.00	688.17	0.00	2,111.83	24.58
101-295-950-000	PROPERTY TAX REFUNDS	1,044.78	2,500.00	634.67	634.67	1,865.33	25.39
101-295-951-000	CABLE EQUIPMENT GRANTS	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-295-952-000	REGIS	30,534.78	40,000.00	0.00	0.00	40,000.00	0.00
101-295-952-100	KENT COUNTY AERIAL PHOTO	2,647.31	3,000.00	0.00	0.00	3,000.00	0.00
101-295-954-000	NPDES PHASE II	10,014.88	10,100.00	0.00	0.00	10,100.00	0.00
101-295-955-000	COMMUNITY MEDIA CENTER	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-295-956-000	RIGHT PLACE PROGRAM	7,500.00	10,000.00	7,500.00	0.00	2,500.00	75.00
101-295-957-000	GENERAL FUND PHYSICAL EXAMS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-295-967-000	SPECIAL PROJECTS	66,712.43	64,000.00	14,817.95	6,731.85	49,182.05	23.15
101-295-981-000	OFFICE EQUIPMENT	9,150.97	9,700.00	0.00	0.00	9,700.00	0.00
Total Dept 295 - ADMINISTRATIVE		629,291.52	741,926.00	171,899.05	50,320.13	570,026.95	23.17
Dept 445 - DRAIN							
101-445-816-000	DRAIN MAINTENANCE	6,328.99	12,000.00	1,617.50	0.00	10,382.50	13.48

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
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PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021	MONTH 03/31/21	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	
101-445-821-000	DRAIN ENGINEERING	8,391.50	15,000.00	915.00	0.00	14,085.00	6.10
101-445-822-000	ILLCIT DISCHARGE PLAN	500.00	500.00	500.00	0.00	0.00	100.00
101-445-823-000	LGROW MEMBERSHIP DUES	400.00	400.00	0.00	0.00	400.00	0.00
Total Dept 445 - DRAIN		15,620.49	27,900.00	3,032.50	0.00	24,867.50	10.87
Dept 446 - ROADS							
101-446-818-000	DUST CONTROL LAYER	2,243.55	3,300.00	0.00	0.00	3,300.00	0.00
101-446-821-000	ROAD OVERLAYS	531,351.99	400,000.00	0.00	0.00	400,000.00	0.00
101-446-821-500	ROAD ENGINEERING STUDIES	255.43	30,000.00	4,463.12	4,463.12	25,536.88	14.88
Total Dept 446 - ROADS		533,850.97	433,300.00	4,463.12	4,463.12	428,836.88	1.03
Dept 447 - YARD WASTE REMOVAL							
101-447-787-000	MISCELLANEOUS	3,874.13	1,400.00	609.13	0.00	790.87	43.51
101-447-818-000	CONTRACTED SERVICES	13,672.75	0.00	0.00	0.00	0.00	0.00
101-447-820-000	SPRING/FALL CLEAN-UP	44,522.88	40,000.00	0.00	0.00	40,000.00	0.00
101-447-939-000	SERVICE CONTRACTS	0.00	44,000.00	0.00	0.00	44,000.00	0.00
Total Dept 447 - YARD WASTE REMOVAL		62,069.76	85,400.00	609.13	0.00	84,790.87	0.71
Dept 448 - STREET LIGHTS							
101-448-926-000	STREETLIGHTING	130,863.10	132,000.00	23,997.47	11,901.68	108,002.53	18.18
101-448-927-100	TRAFFIC SIGNALS	417.50	3,000.00	14.05	7.49	2,985.95	0.47
Total Dept 448 - STREET LIGHTS		131,280.60	135,000.00	24,011.52	11,909.17	110,988.48	17.79
Dept 652 - TRANSPORTATION							
101-652-859-000	TRANSPORTATION SERVICES	3,929.65	36,000.00	781.55	502.60	35,218.45	2.17
101-652-859-100	TRANSPORTATION SERVICE-GO BUS TICKETS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-652-861-000	BUS SERVICE 33RD & 36TH	24,296.52	32,366.00	7,130.58	2,376.86	25,235.42	22.03
101-652-861-100	BUS SERVICE 28TH ST	178,156.77	214,711.00	47,302.56	15,767.52	167,408.44	22.03
Total Dept 652 - TRANSPORTATION		206,382.94	285,077.00	55,214.69	18,646.98	229,862.31	19.37
Dept 721 - PLANNING							
101-721-702-000	WAGES- FULL TIME	251,147.06	268,390.00	72,809.46	31,671.63	195,580.54	27.13
101-721-707-000	WAGES- CASUAL	4,657.50	21,500.00	0.00	0.00	21,500.00	0.00
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	1,193.19	1,700.00	95.00	0.00	1,605.00	5.59
101-721-724-000	EDUCATION	1,119.00	7,000.00	0.00	0.00	7,000.00	0.00
101-721-727-000	COMM DEV SUPPLIES	155.30	500.00	0.00	0.00	500.00	0.00
101-721-752-000	SUPPLIES	89.99	0.00	0.00	0.00	0.00	0.00
101-721-768-000	COMM DEV UNIFORMS	1,033.35	1,000.00	0.00	0.00	1,000.00	0.00
101-721-787-000	MISCELLANEOUS	515.85	750.00	101.34	0.00	648.66	13.51
101-721-809-000	PLANNING COMMISSION EXPENSES	0.00	0.00	2,137.50	0.00	(2,137.50)	100.00
101-721-860-000	COMM DEV MILEAGE	69.00	4,000.00	0.00	0.00	4,000.00	0.00
101-721-862-500	COMM DEV EXPENSE ACCOUNT	228.30	800.00	0.00	0.00	800.00	0.00
101-721-900-000	PRINTING & PUBLISHING	8,393.13	12,000.00	0.00	0.00	12,000.00	0.00
101-721-901-000	DIGITAL IMAGING	0.00	6,000.00	0.00	0.00	6,000.00	0.00
101-721-925-000	COMM DEV CELL/DATA	1,712.15	1,800.00	357.72	207.63	1,442.28	19.87
101-721-967-000	SPECIAL PROJECTS	6,569.25	25,000.00	989.08	0.00	24,010.92	3.96
101-721-981-000	OFFICE EQUIPMENT	2,303.06	3,600.00	0.00	0.00	3,600.00	0.00
Total Dept 721 - PLANNING		279,186.13	354,040.00	76,490.10	31,879.26	277,549.90	21.60
Dept 756 - PARKS							
101-756-756-000	PARK OPERATING SUPPLIES	1,524.77	6,000.00	1,199.20	0.00	4,800.80	19.99
101-756-921-000	PARK ELECTRICITY	5,889.54	6,000.00	1,331.58	0.00	4,668.42	22.19
101-756-924-000	PARK PHONES	1,857.28	1,920.00	306.30	103.07	1,613.70	15.95
101-756-927-000	PARK WATER-SEWER	1,800.64	3,200.00	308.71	308.71	2,891.29	9.65
101-756-935-000	PARK MAINTENANCE	69,769.51	61,000.00	3,020.04	484.91	57,979.96	4.95
101-756-981-000	OFFICE EQUIPMENT	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 756 - PARKS		80,841.74	83,120.00	6,165.83	896.69	76,954.17	7.42
Dept 803 - HISTORICAL							
101-803-758-000	COMMUNITY PROMOTION	6,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-803-921-000	MUSEUM - ELECTRICITY	792.64	750.00	154.59	0.00	595.41	20.61
101-803-923-000	MUSEUM - HEATING/UTILITY	764.53	1,200.00	298.26	171.76	901.74	24.86
101-803-927-000	MUSEUM WATER-SEWER	1,063.79	300.00	83.88	83.88	216.12	27.96
101-803-961-000	MUSEUM MAINTENANCE	8,224.57	2,400.00	50.00	0.00	2,350.00	2.08
Total Dept 803 - HISTORICAL		16,845.53	11,650.00	586.73	255.64	11,063.27	5.04
Dept 850 - BENEFITS/INSURANCE							
101-850-715-000	FICA-EMPLOYER	108,044.03	119,450.00	30,283.44	12,901.26	89,166.56	25.35

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PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
101-850-716-000	DEFINED CONTRIBUTION PLAN	90,080.96	109,868.00	35,857.56	12,321.86	74,010.44	32.64
101-850-717-000	WORKERS COMP INSURANCE	47,310.00	49,020.00	0.00	0.00	49,020.00	0.00
101-850-718-000	VISION INSURANCE BENEFITS	2,359.98	2,670.00	805.08	411.62	1,864.92	30.15
101-850-718-200	OTHER BENEFITS	37,924.21	40,700.00	39,200.00	1,400.00	1,500.00	96.31
101-850-718-300	OTHER BENEFITS- PTO BUYBACK PROGRAM	26,071.42	0.00	0.00	0.00	0.00	0.00
101-850-719-000	HEALTH INSURANCE BENEFITS	189,830.15	199,483.00	66,708.46	15,398.15	132,774.54	33.44
101-850-719-100	OPT-OUT INSURANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	14,071.08	15,138.00	3,884.84	1,299.10	11,253.16	25.66
101-850-721-000	DENTAL INSURANCE BENEFITS	18,897.86	21,311.00	4,554.37	1,559.49	16,756.63	21.37
101-850-722-000	PENSION PLAN BENEFITS	76,491.52	71,028.00	21,464.07	7,154.69	49,563.93	30.22
Total Dept 850 - BENEFITS/INSURANCE		621,081.21	638,668.00	202,757.82	52,446.17	435,910.18	31.75
Dept 901 - CAPITAL OUTLAY							
101-901-970-000	CAPITAL OUTLAY - FFE	45,613.02	88,470.00	19,330.06	14,452.87	69,139.94	21.85
101-901-974-000	CAPITAL OUTLAY - LANDIMP	1,181,007.54	0.00	0.00	0.00	0.00	0.00
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	712,264.46	320,000.00	104,524.02	48,933.66	215,475.98	32.66
Total Dept 901 - CAPITAL OUTLAY		1,938,885.02	408,470.00	123,854.08	63,386.53	284,615.92	30.32
Dept 965 - TRANSFERS OUT							
101-965-999-004	TRANSFER TO CEMETERY TRUST FUN	975.00	1,500.00	0.00	0.00	1,500.00	0.00
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	40,000.00	40,000.00	10,000.00	10,000.00	30,000.00	25.00
101-965-999-006	TRANSFER TO FIRE FUND	400,000.00	400,000.00	100,000.00	33,333.34	300,000.00	25.00
Total Dept 965 - TRANSFERS OUT		440,975.00	441,500.00	110,000.00	43,333.34	331,500.00	24.92
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		5,261,290.68	5,133,464.00	1,934,271.44	209,397.45	3,199,192.56	37.68
TOTAL EXPENDITURES		6,363,205.62	5,184,577.00	1,111,184.94	418,903.57	4,073,392.06	21.43
NET OF REVENUES & EXPENDITURES		(1,101,914.94)	(51,113.00)	823,086.50	(209,506.12)	(874,199.50)	1,610.33

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 101 - GENERAL FUND			
101-000-001-001	CASH DRAWER-PETTY CASH	175.00	
101-000-001-110	FLAGSTAR BANK - CASH GENERAL FUND	625,226.61	
101-000-001-111	GENL CASH RECEIVING & WIRE - FLAGSTAR	929.40	
101-000-001-500	GF CASH - K.C. POOL	1,176,020.65	
101-000-001-510	MI CLASS CASH - POOL ACCOUNTS	757,191.45	
101-000-001-700	CASH - GIFT CARDS	333.04	
101-000-003-005	CD - COMERICA M 9/19, 8/20	561,061.81	
101-000-003-022	CD- MERCANTILE BANK OF MI M 7/26/22	535,196.94	
101-000-003-028	CONSUMER CREDIT UNION M 1/08/2021	269,648.86	
101-000-003-038	GRAND RIVER BANK CD M 12/19/20	537,137.26	
101-000-003-041	LAKE MICH CREDIT UNION CD M 6/02/2020	1,031,066.34	
101-000-003-042	CD MSU FCU	500,015.00	
101-000-015-018	MONEY MARKET - HORIZON BANK	527,489.46	
101-000-015-019	M/M - FLAGSTAR BANK	1,186,746.92	
101-000-084-000	DUE FROM OTHER FUNDS	49,146.72	
101-000-202-000	ACCOUNTS PAYABLE		20,062.20
101-000-231-201	HEALTH SAVINGS ACCOUNT WITHHOLDING		2,770.00
101-000-231-205	COBRA		1,584.90
101-000-231-220	DEPENDENT LIFE W/H		45.30
101-000-231-221	ADDITIONAL LIFE W/H	92.42	
101-000-390-000	FUND BALANCE - UNASSIGNED		5,012,300.92
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012		499,543.00
101-000-391-004	FUND BAL - COMMIT FUTURE FACIL IMP 2018		2,500,000.00
101-000-401-401	GENERAL PROPERTY TAXES		1,424,947.87
101-000-401-405	STREETLIGHT		76,715.49
101-000-401-410	PERSONAL PROPERTY TAX		100,928.52
101-000-401-437	ABATEMENT TAXES		17,331.04
101-000-401-445	INTEREST & PENALTIES ON TAXES		2,402.64
101-000-401-447	TAX ADMINISTRATION FEES		150,554.30
101-000-450-460	CABLE REVENUE		2,326.17
101-000-450-490	DOG LICENSES		28.80
101-000-450-498	OTHER PERMITS		50.00
101-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE		21,247.21
101-000-600-608	PLANNING AND ZONING FEES		6,207.50
101-000-600-634	CEMETERY-OPENINGS AND CLOSINGS		4,390.00
101-000-665-000	INTEREST ON INVESTMENTS		23,265.16
101-000-665-002	DAM LEASE PAYMENTS		35,000.00
101-000-665-004	CELLULAR TOWERS		53,391.01
101-000-665-014	CELL TOWER - KEPS ANTENA LEASE		225.00
101-000-671-653	PARK INCOME		1,665.00
101-000-671-671	MISCELLANEOUS INCOME		504.09
101-000-671-676	PARK DONATIONS	1,220.36	
101-000-671-680	MISC INCOME - TRANSIT TICKETS		105.00
101-000-673-000	SALE OF ASSETS		50.00
101-000-674-000	4TH OF JULY SPONSORS		5,300.00
101-000-679-000	INTERFUND REIMBURSE/BLDG INSPECTION FUND		8,857.00
101-101-704-000	WAGES- PART TIME	7,252.43	
101-101-723-000	TOWNSHIP DUES	597.00	
101-101-924-100	TRUSTEE CELL PHONES	236.41	
101-171-702-000	WAGES- FULL TIME	39,882.39	
101-171-704-000	WAGES- PART TIME	4,029.13	

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-171-724-000	EDUCATION	100.00	
101-171-925-000	SUPERVISOR CELL PHONE	431.62	
101-171-967-000	SPECIAL PROJECTS	2,240.00	
101-171-981-000	OFFICE EQUIPMENT	1,223.64	
101-215-702-000	WAGES- FULL TIME	17,707.52	
101-215-704-000	WAGES- PART TIME	3,223.31	
101-215-723-000	CLERK MEMBERSHIPS AND DUES	75.00	
101-215-860-000	CLERK MILEAGE	4.59	
101-215-925-000	CLERK CELL PHONE	405.13	
101-253-702-000	WAGES- FULL TIME	26,761.92	
101-253-704-000	WAGES- PART TIME	3,223.31	
101-253-723-000	TREASURER MEMBERSHIPS AND DUES		100.00
101-253-724-000	EDUCATION	550.00	
101-253-860-000	TREASURER MILEAGE	71.12	
101-253-924-100	TREASURER'S CELL PHONES	78.80	
101-253-981-000	OFFICE EQUIPMENT	2,468.50	
101-257-702-000	WAGES- FULL TIME	50,018.30	
101-257-707-000	WAGES- CASUAL	1,179.23	
101-257-724-000	EDUCATION	427.50	
101-257-727-000	ASSESSING OFFICE SUPPLIES	35.50	
101-257-752-000	SUPPLIES	70.19	
101-257-801-000	ASSESSING CONTRACTUAL SERVICES	8,000.00	
101-257-808-000	BOARD OF REVIEW EXPENSES	1,464.43	
101-257-924-100	CELL PHONES/DATA	432.78	
101-257-939-000	ASSESSING SERVICE CONTRACTS	2,110.00	
101-257-981-000	OFFICE EQUIPMENT	1,213.18	
101-262-703-000	ELECTION SALARIES/PT HELP	1,146.17	
101-262-707-000	WAGES- CASUAL	8,484.67	
101-262-756-000	ELECTION SUPPLIES	846.34	
101-265-702-000	WAGES- FULL TIME	70,967.65	
101-265-713-000	OVERTIME	1,287.24	
101-265-768-000	BLDG & GROUNDS UNIFORMS	118.92	
101-265-863-000	VEHICLE MAINT	4,330.68	
101-265-864-000	FUEL	4,262.61	
101-265-921-000	COMPLEX ELECTRICITY	7,685.70	
101-265-923-000	COMPLEX HEATING	5,408.04	
101-265-924-000	COMPLEX PHONES	9,938.53	
101-265-924-100	BLDG AND GROUNDS CELL PHONES	568.23	
101-265-927-000	COMPLEX WATER-SEWER	1,566.15	
101-265-931-000	COMPLEX MAINTENANCE	23,981.47	
101-265-932-000	OFFICE EQUIP/COMPUTER REPAIR	15,600.00	
101-276-921-000	CEMETERY ELECTRICITY	344.75	
101-276-932-000	CEMETERY MAINT	150.29	
101-295-702-000	WAGES- FULL TIME	30,379.94	
101-295-707-000	WAGES- CASUAL	8,658.36	
101-295-713-000	OVERTIME	2,126.49	
101-295-727-000	OFFICE SUPPLIES	4,771.39	
101-295-730-000	POSTAGE	1,564.97	
101-295-752-000	SUPPLIES	13.93	
101-295-755-000	COVID 19 EXPENSES	952.12	
101-295-787-000	MISCELLANEOUS	4,688.05	

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
101-295-810-000	LIABILITY INSURANCE	24,628.30	
101-295-814-000	TAX/ASSESSING ADMIN COSTS	3,044.20	
101-295-815-000	COMPUTER COSTS-ISP	493.00	
101-295-821-000	ENGINEERING COSTS	3,447.50	
101-295-826-000	LEGAL FEES	27,785.50	
101-295-881-000	FOURTH OF JULY	23,187.50	
101-295-885-000	NEWSLETTER	3,771.85	
101-295-900-000	PRINTING/PUBLISHING	6,321.97	
101-295-924-100	CELL PHONES/DATA	754.99	
101-295-939-000	SERVICE CONTRACTS	1,668.20	
101-295-941-000	POSTAGE MACHINE LEASE	688.17	
101-295-950-000	PROPERTY TAX REFUNDS	634.67	
101-295-956-000	RIGHT PLACE PROGRAM	7,500.00	
101-295-967-000	SPECIAL PROJECTS	14,817.95	
101-445-816-000	DRAIN MAINTENANCE	1,617.50	
101-445-821-000	DRAIN ENGINEERING	915.00	
101-445-822-000	ILLICIT DISCHARGE PLAN	500.00	
101-446-821-500	ROAD ENGINEERING STUDIES	4,463.12	
101-447-787-000	MISCELLANEOUS	609.13	
101-448-926-000	STREETLIGHTING	23,997.47	
101-448-927-100	TRAFFIC SIGNALS	14.05	
101-652-859-000	TRANSPORTATION SERVICES	781.55	
101-652-861-000	BUS SERVICE 33RD & 36TH	7,130.58	
101-652-861-100	BUS SERVICE 28TH ST	47,302.56	
101-721-702-000	WAGES- FULL TIME	72,809.46	
101-721-723-000	COMM DEV MEMBERSHIPS AND DUES	95.00	
101-721-787-000	MISCELLANEOUS	101.34	
101-721-809-000	PLANNING COMMISSION EXPENSES	2,137.50	
101-721-925-000	COMM DEV CELL/DATA	357.72	
101-721-967-000	SPECIAL PROJECTS	989.08	
101-756-756-000	PARK OPERATING SUPPLIES	1,199.20	
101-756-921-000	PARK ELECTRICITY	1,331.58	
101-756-924-000	PARK PHONES	306.30	
101-756-927-000	PARK WATER-SEWER	308.71	
101-756-935-000	PARK MAINTENANCE	3,020.04	
101-803-921-000	MUSEUM - ELECTRICITY	154.59	
101-803-923-000	MUSEUM - HEATING/UTILITY	298.26	
101-803-927-000	MUSEUM WATER-SEWER	83.88	
101-803-961-000	MUSEUM MAINTENANCE	50.00	
101-850-715-000	FICA-EMPLOYER	30,283.44	
101-850-716-000	DEFINED CONTRIBUTION PLAN	35,857.56	
101-850-718-000	VISION INSURANCE BENEFITS	805.08	
101-850-718-200	OTHER BENEFITS	39,200.00	
101-850-719-000	HEALTH INSURANCE BENEFITS	66,708.46	
101-850-720-000	LIFE & DIS INSURANCE BENEFITS	3,884.84	
101-850-721-000	DENTAL INSURANCE BENEFITS	4,554.37	
101-850-722-000	PENSION PLAN BENEFITS	21,464.07	
101-901-970-000	CAPITAL OUTLAY - FFE	19,330.06	
101-901-975-000	CAPITAL OUTLAY - BLDGIMP	104,524.02	
101-965-999-005	TRANSFER TO DAM MAJOR REPAIR	10,000.00	
101-965-999-006	TRANSFER TO FIRE FUND	100,000.00	
DEFICIENCY OF REVENUES/EXPENDITURES - 2020		1,101,914.94	
Total Fund 101 - GENERAL FUND		9,971,898.12	9,971,898.12

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 101 - GENERAL FUND		
*** Assets ***		
101-000-001-001	CASH DRAWER-PETTY CASH	175.00
101-000-001-110	FLAGSTAR BANK - CASH GENERAL FUND	625,226.61
101-000-001-111	GENL CASH RECEIVING & WIRE - FLAGSTAR	929.40
101-000-001-500	GF CASH - K.C. POOL	1,176,020.65
101-000-001-510	MI CLASS CASH - POOL ACCOUNTS	757,191.45
101-000-001-700	CASH - GIFT CARDS	333.04
101-000-003-005	CD - COMERICA M 9/19, 8/20	561,061.81
101-000-003-022	CD- MERCANTILE BANK OF MI M 7/26/22	535,196.94
101-000-003-028	CONSUMER CREDIT UNION M 1/08/2021	269,648.86
101-000-003-038	GRAND RIVER BANK CD M 12/19/20	537,137.26
101-000-003-041	LAKE MICH CREDIT UNION CD M 6/02/2020	1,031,066.34
101-000-003-042	CD MSU FCU	500,015.00
101-000-015-018	MONEY MARKET - HORIZON BANK	527,489.46
101-000-015-019	M/M - FLAGSTAR BANK	1,186,746.92
101-000-084-000	DUE FROM OTHER FUNDS	49,146.72
	Total Assets	7,757,385.46
*** Liabilities ***		
101-000-202-000	ACCOUNTS PAYABLE	20,062.20
101-000-231-201	HEALTH SAVINGS ACCOUNT WITHHOLDING	2,770.00
101-000-231-205	COBRA	1,584.90
101-000-231-220	DEPENDENT LIFE W/H	45.30
101-000-231-221	ADDITIONAL LIFE W/H	(92.42)
	Total Liabilities	24,369.98
*** Fund Balance ***		
101-000-390-000	FUND BALANCE - UNASSIGNED	5,012,300.92
101-000-391-001	FUND BALANCE - COMMITTED/PENSION 2012	499,543.00
101-000-391-004	FUND BAL - COMMIT FUTURE FACIL IMP 2018	2,500,000.00
	Total Fund Balance	8,011,843.92
	Beginning Fund Balance - 2020	8,011,843.92
	Net of Revenues VS Expenditures - 2020	(1,101,914.94)
	*2020 End FB/2021 Beg FB	6,909,928.98
	Net of Revenues VS Expenditures - Current Year	823,086.50
	Ending Fund Balance	7,733,015.48
	Total Liabilities And Fund Balance	7,757,385.46

* Year Not Closed

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 151 - CEMETERY TRUST FUND							
Revenues							
151-000-600-634	CEMETERY-OPENINGS AND CLOSINGS	1,725.00	1,500.00	0.00	0.00	1,500.00	0.00
151-000-600-636	CEMETERY-CARE FEE	2,455.00	3,500.00	0.00	0.00	3,500.00	0.00
151-000-665-000	INTEREST ON INVESTMENTS	573.18	580.00	95.64	45.41	484.36	16.49
151-000-699-101	TRANSFER FROM GENERAL FUND	975.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		5,728.18	5,580.00	95.64	45.41	5,484.36	1.71
Expenditures							
Dept 276 - CEMETERY							
151-276-787-000	MISCELLANEOUS	84.48	500.00	0.00	0.00	500.00	0.00
151-276-931-000	MAINT & REPAIR/IMPROVEMENTS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
151-276-939-000	SERVICE CONTRACTS	505.00	0.00	0.00	0.00	0.00	0.00
Total Dept 276 - CEMETERY		589.48	2,500.00	0.00	0.00	2,500.00	0.00
Fund 151 - CEMETERY TRUST FUND:							
TOTAL REVENUES		5,728.18	5,580.00	95.64	45.41	5,484.36	1.71
TOTAL EXPENDITURES		589.48	2,500.00	0.00	0.00	2,500.00	0.00
NET OF REVENUES & EXPENDITURES		5,138.70	3,080.00	95.64	45.41	2,984.36	3.11

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 151 - CEMETERY TRUST FUND			
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	118,669.79	
151-000-390-000	FUND BALANCE		108,435.45
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11		5,000.00
151-000-665-000	INTEREST ON INVESTMENTS		95.64
NET OF REVENUES/EXPENDITURES - 2020			5,138.70
Total Fund 151 - CEMETERY TRUST FUND		118,669.79	118,669.79

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 151 - CEMETERY TRUST FUND		
*** Assets ***		
151-000-015-005	MONEY MARKET LAKE MICH CR UN 12/15	118,669.79
	Total Assets	118,669.79
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
151-000-390-000	FUND BALANCE	108,435.45
151-000-391-001	FUND BALANCE-COMMITTED WHITNEYVILLE M 11	5,000.00
	Total Fund Balance	113,435.45
	Beginning Fund Balance - 2020	113,435.45
	Net of Revenues VS Expenditures - 2020	5,138.70
	*2020 End FB/2021 Beg FB	118,574.15
	Net of Revenues VS Expenditures - Current Year	95.64
	Ending Fund Balance	118,669.79
	Total Liabilities And Fund Balance	118,669.79
* Year Not Closed		

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 206 - FIRE FUND							
Revenues							
206-000-401-402	TAX LEVY	1,911,691.24	1,984,926.00	1,928,840.95	114,812.22	56,085.05	97.17
206-000-401-410	PERSONAL PROPERTY TAX	131,041.56	140,813.00	136,618.92	21,494.05	4,194.08	97.02
206-000-401-412	DELINQUENT TAXES-LEVY	3,527.20	5,500.00	0.00	0.00	5,500.00	0.00
206-000-401-437	ABATEMENT TAXES-LEVY	16,092.16	23,460.00	23,459.59	3,401.42	0.41	100.00
206-000-401-445	PENALTIES & INTEREST ON TAXES	348.07	450.00	208.19	208.19	241.81	46.26
206-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE	37,791.69	33,257.00	33,399.26	33,399.26	(142.26)	100.43
206-000-665-000	INTEREST REVENUE	38,300.46	40,000.00	638.96	367.78	39,361.04	1.60
206-000-671-671	MISCELLANEOUS INCOME	509.00	250.00	0.00	0.00	250.00	0.00
206-000-671-675	DONATIONS	0.00	500.00	0.00	0.00	500.00	0.00
206-000-671-683	REIMBURSEMENTS/REFUNDS	2,162.93	250.00	0.00	0.00	250.00	0.00
206-000-699-000	TRANSFER IN	400,000.00	444,323.00	100,000.00	33,333.34	344,323.00	22.51
Total Revenues		2,541,464.31	2,673,729.00	2,223,165.87	207,016.26	450,563.13	83.15
Expenditures							
Dept 336 - FIRE DEPARTMENT							
206-336-702-000	WAGES- FULL TIME	1,189,948.84	1,470,310.00	333,647.97	163,906.79	1,136,662.03	22.69
206-336-703-200	ASSIGNABLE SALARY	0.00	34,902.00	0.00	0.00	34,902.00	0.00
206-336-707-000	WAGES- CASUAL	150,461.12	150,000.00	38,242.22	13,454.93	111,757.78	25.49
206-336-713-000	OVERTIME	110,352.59	70,000.00	47,524.57	35,204.24	22,475.43	67.89
206-336-723-000	FIRE MEMBERSHIP AND DUES	2,647.11	2,500.00	1,048.74	70.00	1,451.26	41.95
206-336-725-000	FIRE TUITION	3,250.00	5,000.00	3,250.00	0.00	1,750.00	65.00
206-336-726-000	FIRE TRAINING	16,155.73	30,500.00	5,954.46	447.21	24,545.54	19.52
206-336-727-000	FIRE OFFICE SUPPLIES	4,055.98	4,100.00	1,057.69	328.18	3,042.31	25.80
206-336-738-000	FIRE MAINT SUPPLIES	1,572.92	1,700.00	529.70	0.00	1,170.30	31.16
206-336-745-000	FIRE FUELS	14,828.71	20,000.00	3,846.62	1,542.08	16,153.38	19.23
206-336-752-000	SUPPLIES	2,553.49	2,500.00	382.38	277.48	2,117.62	15.30
206-336-752-100	MEDICAL SUPPLIES	2,264.80	0.00	1,025.05	737.99	(1,025.05)	100.00
206-336-768-000	FIRE UNIFORMS	13,031.04	14,000.00	5,843.51	4,658.87	8,156.49	41.74
206-336-787-000	MISCELLANEOUS	5,288.74	4,000.00	1,306.21	195.07	2,693.79	32.66
206-336-802-000	CONTRACTUAL SERVICES	71,151.89	16,000.00	4,370.63	2,845.64	11,629.37	27.32
206-336-803-000	FIRE FIGHTER HIRING	2,789.26	2,000.00	185.00	120.00	1,815.00	9.25
206-336-804-000	RESPIRATORY PROGRAM	8,574.65	8,600.00	0.00	0.00	8,600.00	0.00
206-336-807-000	FIRE AUDIT FEES & SERVICES	2,820.00	2,820.00	0.00	0.00	2,820.00	0.00
206-336-810-000	LIABILITY INSURANCE	19,757.10	21,533.00	23,781.30	0.00	(2,248.30)	110.44
206-336-826-000	FIRE LEGAL FEES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
206-336-850-000	COMMUNICATIONS	19,793.07	14,500.00	3,345.58	1,473.65	11,154.42	23.07
206-336-863-000	VEHICLE MAINT	64,839.82	52,000.00	8,889.96	739.77	43,110.04	17.10
206-336-887-000	FIRE PUBLIC RELATIONS	5,161.40	4,600.00	92.62	0.00	4,507.38	2.01
206-336-901-000	FIRE PUBLICATIONS	1,197.15	1,500.00	84.33	0.00	1,415.67	5.62
206-336-924-000	FIRE PHONES	1,152.97	0.00	405.21	0.00	(405.21)	100.00
206-336-928-000	UTILITIES	15,323.66	18,820.00	3,836.28	1,816.97	14,983.72	20.38
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	798.74	4,000.00	8,668.00	120.00	(4,668.00)	216.70
206-336-936-000	FIRE STATION MAINT	14,222.44	12,000.00	2,015.27	664.27	9,984.73	16.79
206-336-936-002	FIRE STATION MAINT/BUTTRICK	32,317.06	28,000.00	2,512.51	44.08	25,487.49	8.97
206-336-937-000	FIRE RADIO MAINT	11,815.25	12,000.00	0.00	0.00	12,000.00	0.00
206-336-938-000	FIRE EQUIPMENT MAINT	10,535.79	10,000.00	1,970.76	629.28	8,029.24	19.71
206-336-939-000	FIRE COPIER/LEASE/SERVICE	3,772.37	3,100.00	641.93	305.93	2,458.07	20.71
206-336-941-000	FIRE POSTAGE & MACHINE LEASE	900.00	900.00	0.00	0.00	900.00	0.00
206-336-950-000	PROPERTY TAX REFUNDS	16.84	500.00	43.68	43.68	456.32	8.74
206-336-957-000	FIRE PHYSICAL EXAMS	13,224.00	16,000.00	100.00	100.00	15,900.00	0.63
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	24,021.52	14,000.00	1,302.15	0.00	12,697.85	9.30
206-336-959-000	FIRE PROTECTIVE CLOTHING	30,582.79	37,000.00	3,963.42	2,352.10	33,036.58	10.71
206-336-981-000	OFFICE EQUIPMENT	11,875.30	10,000.00	3,323.50	0.00	6,676.50	33.24
Total Dept 336 - FIRE DEPARTMENT		1,883,054.14	2,100,385.00	513,191.25	232,078.21	1,587,193.75	24.43
Dept 850 - BENEFITS/INSURANCE							
206-850-715-000	FICA-EMPLOYER	111,276.03	131,476.00	34,097.83	15,622.11	97,378.17	25.93
206-850-716-000	DEFINED CONTRIBUTION PLAN	99,855.14	118,411.00	33,347.57	16,032.00	85,063.43	28.16
206-850-717-000	WORKERS COMP INSURANCE	117,707.28	113,335.00	0.00	0.00	113,335.00	0.00
206-850-718-000	VISION INSURANCE BENEFITS	1,905.78	2,761.00	881.56	440.78	1,879.44	31.93
206-850-718-200	OTHER BENEFITS	29,400.00	30,800.00	32,200.00	2,800.00	(1,400.00)	104.55
206-850-718-300	OTHER BENEFITS- PTO BUYBACK PROGRAM	19,960.22	0.00	0.00	0.00	0.00	0.00
206-850-719-000	HEALTH INSURANCE BENEFITS	168,457.30	183,072.00	79,465.21	17,772.75	103,606.79	43.41

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
206-850-719-100	OPT-OUT INSURANCE	9,000.00	12,000.00	0.00	0.00	12,000.00	0.00
206-850-720-000	LIFE & DISABILITY INSURANCE	17,912.75	14,407.00	5,406.08	2,254.52	9,000.92	37.52
206-850-721-000	DENTAL INSURANCE BENEFITS	22,125.40	22,679.00	6,238.93	2,003.47	16,440.07	27.51
206-850-722-000	PENSION PLAN BENEFITS	69,449.71	75,240.00	25,638.08	8,535.84	49,601.92	34.08
Total Dept 850 - BENEFITS/INSURANCE		667,049.61	704,181.00	217,275.26	65,461.47	486,905.74	30.86
Dept 901 - CAPITAL OUTLAY							
206-901-970-000	CAPITAL OUTLAY - FFE	23,378.46	141,250.00	12,103.62	7,226.43	129,146.38	8.57
Total Dept 901 - CAPITAL OUTLAY		23,378.46	141,250.00	12,103.62	7,226.43	129,146.38	8.57
Dept 965 - TRANSFERS OUT							
206-965-999-208	TRANSFER TO HAZMAT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 965 - TRANSFERS OUT		2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Fund 206 - FIRE FUND:							
TOTAL REVENUES		2,541,464.31	2,673,729.00	2,223,165.87	207,016.26	450,563.13	83.15
TOTAL EXPENDITURES		2,575,482.21	2,947,816.00	742,570.13	304,766.11	2,205,245.87	25.19
NET OF REVENUES & EXPENDITURES		(34,017.90)	(274,087.00)	1,480,595.74	(97,749.85)	(1,754,682.74)	540.19

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 206 - FIRE FUND			
206-000-001-001	CASH DRAWER-PETTY CASH	80.00	
206-000-001-510	MI CLASS CASH - POOL ACCOUNTS	806,619.22	
206-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	1,985,024.97	
206-000-003-000	53RD -CASH	0.05	
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00	
206-000-003-032	COMMUNITY CHOICE CR UN M 4/18/21	261,290.23	
206-000-003-035	ADVENTURE CR UNION M 2/23/20	517,061.41	
206-000-003-039	LEVEL ONE BANK CD M11/21/2019	276,762.78	
206-000-015-005	MONEY MARKET LAKE MICH CR UN	5.00	
206-000-202-000	ACCOUNTS PAYABLE		10,653.02
206-000-390-000	FUND BALANCE		2,389,617.80
206-000-401-402	TAX LEVY		1,928,840.95
206-000-401-410	PERSONAL PROPERTY TAX		136,618.92
206-000-401-437	ABATEMENT TAXES-LEVY		23,459.59
206-000-401-445	PENALTIES & INTEREST ON TAXES		208.19
206-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE		33,399.26
206-000-665-000	INTEREST REVENUE		638.96
206-000-699-000	TRANSFER IN		100,000.00
206-336-702-000	WAGES- FULL TIME	333,647.97	
206-336-707-000	WAGES- CASUAL	38,242.22	
206-336-713-000	OVERTIME	47,524.57	
206-336-723-000	FIRE MEMBERSHIP AND DUES	1,048.74	
206-336-725-000	FIRE TUITION	3,250.00	
206-336-726-000	FIRE TRAINING	5,954.46	
206-336-727-000	FIRE OFFICE SUPPLIES	1,057.69	
206-336-738-000	FIRE MAINT SUPPLIES	529.70	
206-336-745-000	FIRE FUELS	3,846.62	
206-336-752-000	SUPPLIES	382.38	
206-336-752-100	MEDICAL SUPPLIES	1,025.05	
206-336-768-000	FIRE UNIFORMS	5,843.51	
206-336-787-000	MISCELLANEOUS	1,306.21	
206-336-802-000	CONTRACTUAL SERVICES	4,370.63	
206-336-803-000	FIRE FIGHTER HIRING	185.00	
206-336-810-000	LIABILITY INSURANCE	23,781.30	
206-336-850-000	COMMUNICATIONS	3,345.58	
206-336-863-000	VEHICLE MAINT	8,889.96	
206-336-887-000	FIRE PUBLIC RELATIONS	92.62	
206-336-901-000	FIRE PUBLICATIONS	84.33	
206-336-924-000	FIRE PHONES	405.21	
206-336-928-000	UTILITIES	3,836.28	
206-336-932-000	FIRE OFF EQUIP & COMPUTER REPA	8,668.00	
206-336-936-000	FIRE STATION MAINT	2,015.27	
206-336-936-002	FIRE STATION MAINT/BUTTRICK	2,512.51	
206-336-938-000	FIRE EQUIPMENT MAINT	1,970.76	
206-336-939-000	FIRE COPIER/LEASE/SERVICE	641.93	
206-336-950-000	PROPERTY TAX REFUNDS	43.68	
206-336-957-000	FIRE PHYSICAL EXAMS	100.00	
206-336-958-000	FIRE SUPPLEMENTAL EQUIPMENT	1,302.15	
206-336-959-000	FIRE PROTECTIVE CLOTHING	3,963.42	
206-336-981-000	OFFICE EQUIPMENT	3,323.50	
206-850-715-000	FICA-EMPLOYER	34,097.83	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
206-850-716-000	DEFINED CONTRIBUTION PLAN	33,347.57	
206-850-718-000	VISION INSURANCE BENEFITS	881.56	
206-850-718-200	OTHER BENEFITS	32,200.00	
206-850-719-000	HEALTH INSURANCE BENEFITS	79,465.21	
206-850-720-000	LIFE & DISABILITY INSURANCE	5,406.08	
206-850-721-000	DENTAL INSURANCE BENEFITS	6,238.93	
206-850-722-000	PENSION PLAN BENEFITS	25,638.08	
206-901-970-000	CAPITAL OUTLAY - FFE	12,103.62	
DEFICIENCY OF REVENUES/EXPENDITURES - 2020		34,017.90	
Total Fund 206 - FIRE FUND		4,623,436.69	4,623,436.69

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 206 - FIRE FUND		
*** Assets ***		
206-000-001-001	CASH DRAWER-PETTY CASH	80.00
206-000-001-510	MI CLASS CASH - POOL ACCOUNTS	806,619.22
206-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	1,985,024.97
206-000-003-000	53RD -CASH	0.05
206-000-003-015	CD - COMMUNITY WEST CR UN	5.00
206-000-003-032	COMMUNITY CHOICE CR UN M 4/18/21	261,290.23
206-000-003-035	ADVENTURE CR UNION M 2/23/20	517,061.41
206-000-003-039	LEVEL ONE BANK CD M11/21/2019	276,762.78
206-000-015-005	MONEY MARKET LAKE MICH CR UN	5.00
	Total Assets	3,846,848.66
*** Liabilities ***		
206-000-202-000	ACCOUNTS PAYABLE	10,653.02
	Total Liabilities	10,653.02
*** Fund Balance ***		
206-000-390-000	FUND BALANCE	2,389,617.80
	Total Fund Balance	2,389,617.80
	Beginning Fund Balance - 2020	2,389,617.80
	Net of Revenues VS Expenditures - 2020	(34,017.90)
	*2020 End FB/2021 Beg FB	2,355,599.90
	Net of Revenues VS Expenditures - Current Year	1,480,595.74
	Ending Fund Balance	3,836,195.64
	Total Liabilities And Fund Balance	3,846,848.66

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 207 - POLICE FUND							
Revenues							
207-000-401-402	TAX LEVY	667,278.60	691,029.00	673,250.03	40,074.66	17,778.97	97.43
207-000-401-410	PERSONAL PROPERTY TAX	45,740.17	49,150.00	47,686.25	7,502.47	1,463.75	97.02
207-000-401-412	DELINQUENT TAXES-LEVY	1,231.29	4,000.00	0.00	0.00	4,000.00	0.00
207-000-401-437	ABATEMENT TAXES-LEVY	5,617.13	8,189.00	8,188.61	1,187.25	0.39	100.00
207-000-401-445	INTEREST & PENALTIES ON TAX	121.38	150.00	72.62	72.62	77.38	48.41
207-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE	13,191.74	11,609.00	11,658.50	11,658.50	(49.50)	100.43
207-000-665-000	INTEREST REVENUE	22,628.60	12,000.00	5,407.00	5,298.21	6,593.00	45.06
207-000-671-671	MISCELLANEOUS INCOME	49,146.72	0.00	(49,146.72)	49,146.72	49,146.72	100.00
Totals Revenues		804,955.63	776,127.00	697,116.29	114,940.43	79,010.71	89.82
Expenditures							
Dept 301 - POLICE DEPARTMENT							
207-301-787-000	MISCELLANEOUS	12,829.60	25,000.00	0.00	0.00	25,000.00	0.00
207-301-801-000	SHERIFF PROTECTION	590,493.74	665,000.00	105,428.36	63,421.88	559,571.64	15.85
207-301-950-000	PROPERTY TAX REFUNDS	63.01	400.00	163.46	163.46	236.54	40.87
Total Dept 301 - POLICE DEPARTMENT		603,386.35	690,400.00	105,591.82	63,585.34	584,808.18	15.29
Dept 965 - TRANSFERS OUT							
207-965-999-000	TRANSFER TO OTHER FUND	40,362.00	40,362.00	0.00	0.00	40,362.00	0.00
Total Dept 965 - TRANSFERS OUT		40,362.00	40,362.00	0.00	0.00	40,362.00	0.00
Fund 207 - POLICE FUND:							
TOTAL REVENUES		804,955.63	776,127.00	697,116.29	114,940.43	79,010.71	89.82
TOTAL EXPENDITURES		643,748.35	730,762.00	105,591.82	63,585.34	625,170.18	14.45
NET OF REVENUES & EXPENDITURES		161,207.28	45,365.00	591,524.47	51,355.09	(546,159.47)	1,303.92

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 207 - POLICE FUND			
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05	
207-000-003-027	CD - NORTHPOINTE BANK M 5/09/20	273,694.20	
207-000-003-033	CD - PRIVATE BANK M 9/25/19	788,499.63	
207-000-003-041	LAKE MICH CREDIT UNION CD	412,762.10	
207-000-015-019	POLICE M/M FLAGSTAR BANK	731,673.27	
207-000-214-000	DUE TO GENERAL FUND		49,146.72
207-000-390-000	FUND BALANCE		1,174,750.78
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012		230,000.00
207-000-401-402	TAX LEVY		673,250.03
207-000-401-410	PERSONAL PROPERTY TAX		47,686.25
207-000-401-437	ABATEMENT TAXES-LEVY		8,188.61
207-000-401-445	INTEREST & PENALTIES ON TAX		72.62
207-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE		11,658.50
207-000-665-000	INTEREST REVENUE		5,407.00
207-000-671-671	MISCELLANEOUS INCOME	49,146.72	
207-301-801-000	SHERIFF PROTECTION	105,428.36	
207-301-950-000	PROPERTY TAX REFUNDS	163.46	
NET OF REVENUES/EXPENDITURES - 2020			161,207.28
Total Fund 207 - POLICE FUND		2,361,367.79	2,361,367.79

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 207 - POLICE FUND		
*** Assets ***		
207-000-003-000	CASH-POLICE FUND - 53RD SECURITIES	0.05
207-000-003-027	CD - NORTHPOINTE BANK M 5/09/20	273,694.20
207-000-003-033	CD - PRIVATE BANK M 9/25/19	788,499.63
207-000-003-041	LAKE MICH CREDIT UNION CD	412,762.10
207-000-015-019	POLICE M/M FLAGSTAR BANK	731,673.27
	Total Assets	<u>2,206,629.25</u>
*** Liabilities ***		
207-000-214-000	DUE TO GENERAL FUND	49,146.72
	Total Liabilities	<u>49,146.72</u>
*** Fund Balance ***		
207-000-390-000	FUND BALANCE	1,174,750.78
207-000-391-001	FUND BALANCE - COMMITTED/ PP TAX 2012	230,000.00
	Total Fund Balance	<u>1,404,750.78</u>
	Beginning Fund Balance - 2020	<u>1,404,750.78</u>
	Net of Revenues VS Expenditures - 2020	161,207.28
	*2020 End FB/2021 Beg FB	1,565,958.06
	Net of Revenues VS Expenditures - Current Year	591,524.47
	Ending Fund Balance	2,157,482.53
	Total Liabilities And Fund Balance	<u>2,206,629.25</u>

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 208 - HAZMAT FUND							
Revenues							
208-000-581-000	LOCAL CONTRIBUTIONS	0.00	4,000.00	0.00	0.00	4,000.00	0.00
208-000-607-600	HAZMAT KENTWOOD	4,000.00	0.00	0.00	0.00	0.00	0.00
208-000-607-700	HAZMAT - GAINES TWP	2,000.00	0.00	0.00	0.00	0.00	0.00
208-000-665-000	HAZMAT INTEREST	119.21	120.00	21.62	10.26	98.38	18.02
208-000-699-000	TRANSFER IN	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Totals Revenues		8,119.21	6,120.00	21.62	10.26	6,098.38	0.35
Expenditures							
Dept 344 - HAZMAT							
208-344-726-000	HAZMAT SUPPLIES	0.00	500.00	0.00	0.00	500.00	0.00
208-344-787-000	MISCELLANEOUS	0.00	1,500.00	313.95	313.95	1,186.05	20.93
208-344-789-000	HAZMAT TRAINING	0.00	3,000.00	0.00	0.00	3,000.00	0.00
208-344-958-000	HAZMAT EQUIPMENT	1,236.74	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 344 - HAZMAT		1,236.74	8,000.00	313.95	313.95	7,686.05	3.92
Fund 208 - HAZMAT FUND:							
TOTAL REVENUES		8,119.21	6,120.00	21.62	10.26	6,098.38	0.35
TOTAL EXPENDITURES		1,236.74	8,000.00	313.95	313.95	7,686.05	3.92
NET OF REVENUES & EXPENDITURES		6,882.47	(1,880.00)	(292.33)	(303.69)	(1,587.67)	15.55

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 208 - HAZMAT FUND			
208-000-015-005	MM LAKE MICH CR UN 112010265771	38,033.31	
208-000-390-000	FUND BALANCE		31,443.17
208-000-665-000	HAZMAT INTEREST		21.62
208-344-787-000	MISCELLANEOUS	313.95	
NET OF REVENUES/EXPENDITURES - 2020			6,882.47
Total Fund 208 - HAZMAT FUND		38,347.26	38,347.26

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 208 - HAZMAT FUND		
*** Assets ***		
208-000-015-005	MM LAKE MICH CR UN 112010265771	38,033.31
	Total Assets	38,033.31
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
208-000-390-000	FUND BALANCE	31,443.17
	Total Fund Balance	31,443.17
	Beginning Fund Balance - 2020	31,443.17
	Net of Revenues VS Expenditures - 2020	6,882.47
	*2020 End FB/2021 Beg FB	38,325.64
	Net of Revenues VS Expenditures - Current Year	(292.33)
	Ending Fund Balance	38,033.31
	Total Liabilities And Fund Balance	38,033.31

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 209 - CCT OPEN SPACE							
Revenues							
209-000-401-402	TAX LEVY	334,277.37	347,090.00	337,271.78	20,075.95	9,818.22	97.17
209-000-401-410	PERSONAL PROPERTY TAX	22,914.12	24,623.00	23,949.39	3,818.55	673.61	97.26
209-000-401-412	DELINQUENT TAXES-LEVY	616.78	1,000.00	0.00	0.00	1,000.00	0.00
209-000-401-437	ABATEMENT TAXES-LEVY	2,814.01	4,102.00	4,042.31	534.78	59.69	98.54
209-000-401-445	INTEREST & PENALTIES ON TAXES	60.90	75.00	36.37	36.37	38.63	48.49
209-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE	16,694.72	12,521.00	4,920.73	4,920.73	7,600.27	39.30
209-000-665-000	INTEREST ON INVESTMENTS	2,175.67	500.00	(43.44)	(42.89)	543.44	(8.69)
209-000-665-408	INTEREST ON HOMEYER FUND	2,496.71	1,000.00	41.50	17.50	958.50	4.15
209-000-671-674	DONATIONS - HOMEYER	4,000.00	0.00	0.00	0.00	0.00	0.00
Totals Revenues		386,050.28	390,911.00	370,218.64	29,360.99	20,692.36	94.71
Expenditures							
Dept 751 - OPEN SPACE PRESERVATION							
209-751-921-000	ELECTRICITY	2,966.99	2,800.00	871.34	293.65	1,928.66	31.12
209-751-923-000	HEATING/UTILITY	987.69	1,000.00	713.55	394.31	286.45	71.36
209-751-927-000	WATER-SEWER	1,181.88	1,000.00	250.90	250.90	749.10	25.09
209-751-935-000	PARK MAINTENANCE	19,794.97	20,000.00	250.00	0.00	19,750.00	1.25
209-751-950-000	TAX REFUNDS	11.02	250.00	28.58	28.58	221.42	11.43
Total Dept 751 - OPEN SPACE PRESERVATION		24,942.55	25,050.00	2,114.37	967.44	22,935.63	8.44
Dept 901 - CAPITAL OUTLAY							
209-901-970-000	CAPITAL OUTLAY - FFE	25,455.94	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		25,455.94	0.00	0.00	0.00	0.00	0.00
Dept 990 - DEBT SERVICE							
209-990-991-201	BOND PRINCIPAL REFINANCE	274,000.00	279,000.00	0.00	0.00	279,000.00	0.00
209-990-992-201	BOND INTEREST REFINANCE	49,104.31	43,873.00	0.00	0.00	43,873.00	0.00
Total Dept 990 - DEBT SERVICE		323,104.31	322,873.00	0.00	0.00	322,873.00	0.00
Fund 209 - CCT OPEN SPACE:							
TOTAL REVENUES		386,050.28	390,911.00	370,218.64	29,360.99	20,692.36	94.71
TOTAL EXPENDITURES		373,502.80	347,923.00	2,114.37	967.44	345,808.63	0.61
NET OF REVENUES & EXPENDITURES		12,547.48	42,988.00	368,104.27	28,393.55	(325,116.27)	856.30

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 209 - CCT OPEN SPACE			
209-000-001-100	CASH -CHEM	754,759.67	
209-000-001-550	MI CLASS CASH - POOL ACCT/HOMEYER	380,200.64	
209-000-390-000	FUND BALANCE		397,896.44
209-000-391-004	FUND BALANCE - COMMITTTED HOMEYER 12/15		356,412.12
209-000-401-402	TAX LEVY		337,271.78
209-000-401-410	PERSONAL PROPERTY TAX		23,949.39
209-000-401-437	ABATEMENT TAXES-LEVY		4,042.31
209-000-401-445	INTEREST & PENALTIES ON TAXES		36.37
209-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE		4,920.73
209-000-665-000	INTEREST ON INVESTMENTS	43.44	
209-000-665-408	INTEREST ON HOMEYER FUND		41.50
209-751-921-000	ELECTRICITY	871.34	
209-751-923-000	HEATING/UTILITY	713.55	
209-751-927-000	WATER-SEWER	250.90	
209-751-935-000	PARK MAINTENANCE	250.00	
209-751-950-000	TAX REFUNDS	28.58	
NET OF REVENUES/EXPENDITURES - 2020			12,547.48
Total Fund 209 - CCT OPEN SPACE		1,137,118.12	1,137,118.12

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 209 - CCT OPEN SPACE		
*** Assets ***		
209-000-001-100	CASH -CHEM	754,759.67
209-000-001-550	MI CLASS CASH - POOL ACCT/HOMEYER	380,200.64
	Total Assets	1,134,960.31
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
209-000-390-000	FUND BALANCE	397,896.44
209-000-391-004	FUND BALANCE - COMMITTTED HOMEYER 12/15	356,412.12
	Total Fund Balance	754,308.56
	Beginning Fund Balance - 2020	754,308.56
	Net of Revenues VS Expenditures - 2020	12,547.48
	*2020 End FB/2021 Beg FB	766,856.04
	Net of Revenues VS Expenditures - Current Year	368,104.27
	Ending Fund Balance	1,134,960.31
	Total Liabilities And Fund Balance	1,134,960.31
* Year Not Closed		

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 211 - DAM MAJOR REPAIR FUND							
Revenues							
211-000-665-000	INTEREST REVENUE	15,093.90	8,000.00	6,846.48	6,835.66	1,153.52	85.58
211-000-675-000	CONTRIBUTIONS	5,000.00	5,000.00	5,000.00	5,000.00	0.00	100.00
211-000-699-101	TRANSFER FROM GENERAL FUND	40,000.00	40,000.00	10,000.00	10,000.00	30,000.00	25.00
Totals Revenues		60,093.90	53,000.00	21,846.48	21,835.66	31,153.52	41.22
Expenditures							
Dept 901 - CAPITAL OUTLAY							
211-901-980-000	EXPENSES/DAM MAJOR REPAIR	277,008.70	85,000.00	0.00	0.00	85,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		277,008.70	85,000.00	0.00	0.00	85,000.00	0.00
Fund 211 - DAM MAJOR REPAIR FUND:							
TOTAL REVENUES		60,093.90	53,000.00	21,846.48	21,835.66	31,153.52	41.22
TOTAL EXPENDITURES		277,008.70	85,000.00	0.00	0.00	85,000.00	0.00
NET OF REVENUES & EXPENDITURES		(216,914.80)	(32,000.00)	21,846.48	21,835.66	(53,846.48)	68.27

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 211 - DAM MAJOR REPAIR FUND			
211-000-001-510	MI CLASS CASH - POOL ACCOUNTS	184,890.95	
211-000-003-014	CD - LAKE MICH CR UN 3/10/2020	348,202.46	
211-000-390-000	FUND BALANCE		478,161.73
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12		250,000.00
211-000-665-000	INTEREST REVENUE		6,846.48
211-000-675-000	CONTRIBUTIONS		5,000.00
211-000-699-101	TRANSFER FROM GENERAL FUND		10,000.00
DEFICIENCY OF REVENUES/EXPENDITURES - 2020		216,914.80	
Total Fund 211 - DAM MAJOR REPAIR FUND		750,008.21	750,008.21

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 211 - DAM MAJOR REPAIR FUND		
*** Assets ***		
211-000-001-510	MI CLASS CASH - POOL ACCOUNTS	184,890.95
211-000-003-014	CD - LAKE MICH CR UN 3/10/2020	348,202.46
	Total Assets	533,093.41
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
211-000-390-000	FUND BALANCE	478,161.73
211-000-391-001	FUND BALANCE-COMMITTED/FUTURE REPAIRS12	250,000.00
	Total Fund Balance	728,161.73
	Beginning Fund Balance - 2020	728,161.73
	Net of Revenues VS Expenditures - 2020	(216,914.80)
	*2020 End FB/2021 Beg FB	511,246.93
	Net of Revenues VS Expenditures - Current Year	21,846.48
	Ending Fund Balance	533,093.41
	Total Liabilities And Fund Balance	533,093.41

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
 PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 216 - PATHWAYS FUND							
Revenues							
216-000-401-402	TAX LEVY	510,958.42	530,414.00	515,427.40	30,678.62	14,986.60	97.17
216-000-401-410	PERSONAL PROPERTY TAX	35,024.13	37,626.00	36,505.68	5,743.49	1,120.32	97.02
216-000-401-412	DELINQUENT TAX LEVY	943.33	1,200.00	0.00	0.00	1,200.00	0.00
216-000-401-437	ABATEMENT TAXES-LEVY	4,300.98	6,269.00	6,268.74	908.90	0.26	100.00
216-000-401-445	PENALTIES & INTEREST ON TAX	93.11	120.00	55.60	55.60	64.40	46.33
216-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE	25,515.92	18,870.00	7,520.77	7,520.77	11,349.23	39.86
216-000-665-000	INTEREST REVENUE	55,630.39	10,500.00	25.47	5.72	10,474.53	0.24
216-000-699-216	TRANSFER FROM PATHWAYS	(181,176.91)	0.00	0.00	0.00	0.00	0.00
Totals Revenues		451,289.37	604,999.00	565,803.66	44,913.10	39,195.34	93.52
Expenditures							
Dept 758 - PATHWAYS							
216-758-728-000	OPERATING SUPPLIES	7,335.55	18,000.00	7,472.09	0.00	10,527.91	41.51
216-758-821-100	ENGINEERING	1,975.00	15,000.00	135,994.64	0.00	(120,994.64)	906.63
216-758-931-000	MAINT & REPAIR	112,793.70	100,000.00	(13,892.88)	477.41	113,892.88	(13.89)
216-758-931-200	PATHWAY MAINTENANCE	50,974.00	50,974.00	0.00	0.00	50,974.00	0.00
216-758-950-000	PROPERTY TAX REFUNDS	7.18	300.00	18.64	18.64	281.36	6.21
Total Dept 758 - PATHWAYS		173,085.43	184,274.00	129,592.49	496.05	54,681.51	70.33
Dept 901 - CAPITAL OUTLAY							
216-901-970-000	CAPITAL OUTLAY - FFE	13,669.26	34,000.00	0.00	0.00	34,000.00	0.00
216-901-974-000	CAPITAL OUTLAY - LANDIMP	1,622,598.76	0.00	105,549.74	65,966.52	(105,549.74)	100.00
Total Dept 901 - CAPITAL OUTLAY		1,636,268.02	34,000.00	105,549.74	65,966.52	(71,549.74)	310.44
Fund 216 - PATHWAYS FUND:							
TOTAL REVENUES		451,289.37	604,999.00	565,803.66	44,913.10	39,195.34	93.52
TOTAL EXPENDITURES		1,809,353.45	218,274.00	235,142.23	66,462.57	(16,868.23)	107.73
NET OF REVENUES & EXPENDITURES		(1,358,064.08)	386,725.00	330,661.43	(21,549.47)	56,063.57	85.50

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 216 - PATHWAYS FUND			
216-000-001-510	MI CLASS CASH - POOL ACCOUNTS	108,670.68	
216-000-003-016	CD- ADVENTURE CU M 4/09/20	563,499.08	
216-000-003-038	GRAND RIVER BANK M 10/4/19	518,170.99	
216-000-015-025	PATHWAYS M/M MACATAWA BANK		199,642.15
216-000-390-000	FUND BALANCE		2,018,101.25
216-000-401-402	TAX LEVY		515,427.40
216-000-401-410	PERSONAL PROPERTY TAX		36,505.68
216-000-401-437	ABATEMENT TAXES-LEVY		6,268.74
216-000-401-445	PENALTIES & INTEREST ON TAX		55.60
216-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE		7,520.77
216-000-665-000	INTEREST REVENUE		25.47
216-758-728-000	OPERATING SUPPLIES	7,472.09	
216-758-821-100	ENGINEERING	135,994.64	
216-758-931-000	MAINT & REPAIR		13,892.88
216-758-950-000	PROPERTY TAX REFUNDS	18.64	
216-901-974-000	CAPITAL OUTLAY - LANDIMP	105,549.74	
DEFICIENCY OF REVENUES/EXPENDITURES - 2020		1,358,064.08	
Total Fund 216 - PATHWAYS FUND		2,797,439.94	2,797,439.94

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 216 - PATHWAYS FUND		
*** Assets ***		
216-000-001-510	MI CLASS CASH - POOL ACCOUNTS	108,670.68
216-000-003-016	CD- ADVENTURE CU M 4/09/20	563,499.08
216-000-003-038	GRAND RIVER BANK M 10/4/19	518,170.99
216-000-015-025	PATHWAYS M/M MACATAWA BANK	(199,642.15)
	Total Assets	990,698.60
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
216-000-390-000	FUND BALANCE	2,018,101.25
	Total Fund Balance	2,018,101.25
	Beginning Fund Balance - 2020	2,018,101.25
	Net of Revenues VS Expenditures - 2020	(1,358,064.08)
	*2020 End FB/2021 Beg FB	660,037.17
	Net of Revenues VS Expenditures - Current Year	330,661.43
	Ending Fund Balance	990,698.60
	Total Liabilities And Fund Balance	990,698.60

* Year Not Closed

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 246 - IRF							
Revenues							
246-000-630-000	HOOKUP FEES	370,576.00	200,000.00	21,706.00	12,906.00	178,294.00	10.85
246-000-665-000	INTEREST ON INVESTMENTS	26,255.82	20,000.00	376.13	174.56	19,623.87	1.88
246-000-669-000	INT & P S/A-ORDINANCE	6,645.57	1,000.00	5,924.56	0.00	(4,924.56)	592.46
246-000-672-008	S/A REVENUE-INACTIVE	0.00	1,000.00	0.00	0.00	1,000.00	0.00
246-000-672-010	S/A REVENUE - KRAFT WATER & 60TH	18,670.49	0.00	0.00	0.00	0.00	0.00
246-000-672-011	S/A REVENUE - OAK TERRACE	0.00	6,500.00	0.00	0.00	6,500.00	0.00
246-000-672-012	S/A REVENUE - TRD	18,374.24	12,500.00	0.00	0.00	12,500.00	0.00
Totals Revenues		440,522.12	241,000.00	28,006.69	13,080.56	212,993.31	11.62
Expenditures							
Dept 295 - ADMINISTRATIVE							
246-295-821-000	ADMIN ENGINEERING COSTS	7,376.00	15,000.00	5,123.00	0.00	9,877.00	34.15
246-295-826-000	ADMIN LEGAL FEES	0.00	2,500.00	0.00	0.00	2,500.00	0.00
246-295-964-000	ADMIN 10%/HOOKUP TO GENERAL	37,167.60	20,000.00	0.00	0.00	20,000.00	0.00
246-295-980-000	ADMIN MISCELLANEOUS EXPENSE	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 295 - ADMINISTRATIVE		44,543.60	38,500.00	5,123.00	0.00	33,377.00	13.31
Dept 901 - CAPITAL OUTLAY							
246-901-974-000	CAPITAL OUTLAY - LANDIMP	30,581.54	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		30,581.54	0.00	0.00	0.00	0.00	0.00
Fund 246 - IRF:							
TOTAL REVENUES		440,522.12	241,000.00	28,006.69	13,080.56	212,993.31	11.62
TOTAL EXPENDITURES		75,125.14	38,500.00	5,123.00	0.00	33,377.00	13.31
NET OF REVENUES & EXPENDITURES		365,396.98	202,500.00	22,883.69	13,080.56	179,616.31	11.30

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 246 - IRF			
246-000-001-510	MI CLASS CASH - POOL ACCOUNTS	851,426.94	
246-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	717,008.49	
246-000-003-018	CD - CHEMICAL BANK 1/5/20	532,500.72	
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	253,918.66	
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	4,656.52	
246-000-030-012	TRD SEWER	186,429.41	
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE		255.63
246-000-339-010	DEFERRED REVENUE- KRAFT & 60TH IMPROVEMT		253,918.66
246-000-339-011	DEFERRED REVENUE- OAK TERRRACE		6,984.76
246-000-339-012	DEFERRED REVENUE TRD SEWER		196,883.33
246-000-390-000	FUND BALANCE		1,699,617.69
246-000-630-000	HOOKUP FEES		21,706.00
246-000-665-000	INTEREST ON INVESTMENTS		376.13
246-000-669-000	INT & P S/A-ORDINANCE		5,924.56
246-295-821-000	ADMIN ENGINEERING COSTS	5,123.00	
NET OF REVENUES/EXPENDITURES - 2020			365,396.98
Total Fund 246 - IRF		2,551,063.74	2,551,063.74

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 246 - IRF		
*** Assets ***		
246-000-001-510	MI CLASS CASH - POOL ACCOUNTS	851,426.94
246-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	717,008.49
246-000-003-018	CD - CHEMICAL BANK 1/5/20	532,500.72
246-000-030-010	S/A RECEIVABLE- KRAFT & 60TH IMPRV 2014	253,918.66
246-000-030-011	S/A RECEIVABLE- OAK TERRACE	4,656.52
246-000-030-012	TRD SEWER	186,429.41
246-000-040-006	ACCOUNTS RECEIVABLE-DELQ USAGE	(255.63)
	Total Assets	2,545,685.11
*** Liabilities ***		
246-000-339-010	DEFERRED REVENUE- KRAFT & 60TH IMPROVEMT	253,918.66
246-000-339-011	DEFERRED REVENUE- OAK TERRRACE	6,984.76
246-000-339-012	DEFERRED REVENUE TRD SEWER	196,883.33
	Total Liabilities	457,786.75
*** Fund Balance ***		
246-000-390-000	FUND BALANCE	1,699,617.69
	Total Fund Balance	1,699,617.69
	Beginning Fund Balance - 2020	1,699,617.69
	Net of Revenues VS Expenditures - 2020	365,396.98
	*2020 End FB/2021 Beg FB	2,065,014.67
	Net of Revenues VS Expenditures - Current Year	22,883.69
	Ending Fund Balance	2,087,898.36
	Total Liabilities And Fund Balance	2,545,685.11

* Year Not Closed

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA							
Revenues							
248-000-401-401	TAXES - CASCADE TOWNSHIP	289,975.01	311,182.00	305,780.31	0.00	5,401.69	98.26
248-000-401-402	TAXES - G.R.C.C.	157,547.56	159,934.00	(2,737.74)	0.00	162,671.74	(1.71)
248-000-401-403	TAXES-KENT COUNTY	543,392.74	559,777.00	168,124.58	0.00	391,652.42	30.03
248-000-401-406	KDL TAXES-DDA	106,038.58	113,574.00	111,601.70	0.00	1,972.30	98.26
248-000-665-000	INTEREST REVENUE	24,722.14	15,000.00	155.18	74.33	14,844.82	1.03
248-000-667-001	RENT-TUFFY	71,835.48	69,122.00	17,093.30	5,661.10	52,028.70	24.73
248-000-671-671	MISCELLANEOUS INCOME	8,111.30	0.00	3,063.94	0.00	(3,063.94)	100.00
248-000-675-300	DDACONTRIB & DONATION- METRO CRUISE	0.00	5,000.00	0.00	0.00	5,000.00	0.00
248-000-699-000	TRANSFER IN	181,176.91	0.00	0.00	0.00	0.00	0.00
Totals Revenues		1,382,799.72	1,233,589.00	603,081.27	5,735.43	630,507.73	48.89
Expenditures							
Dept 170 - DDA OPERATIONS/CONSTRUCTION							
248-170-723-000	DDA - MEMBERSHIP AND DUES	1,568.60	1,220.00	0.00	0.00	1,220.00	0.00
248-170-724-000	DDA - EDUCATION	500.00	2,000.00	0.00	0.00	2,000.00	0.00
248-170-787-000	MISCELLANEOUS	11,785.98	7,000.00	270.00	135.00	6,730.00	3.86
248-170-802-300	DDA ADMINISTRATIVE	99,426.00	99,426.00	0.00	0.00	99,426.00	0.00
248-170-821-000	ENGINEERING	(19,255.00)	75,000.00	3,308.00	0.00	71,692.00	4.41
248-170-826-265	LEGAL	2,185.00	2,500.00	0.00	0.00	2,500.00	0.00
248-170-860-000	DDA - MILEAGE	40.83	400.00	0.00	0.00	400.00	0.00
248-170-861-100	BUS SERVICE 28TH ST	178,334.82	214,712.00	47,302.56	15,767.52	167,409.44	22.03
248-170-921-000	ELECTRICITY	23,802.22	20,000.00	6,479.39	1,535.16	13,520.61	32.40
248-170-922-000	STREETLIGHTS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
248-170-924-100	CELL PHONES	792.20	850.00	177.31	107.29	672.69	20.86
248-170-927-000	WATER-SEWER	6,458.81	6,500.00	10.06	0.00	6,489.94	0.15
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	36,844.64	35,000.00	476.23	252.74	34,523.77	1.36
248-170-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	0.00	8,000.00	0.00	0.00	8,000.00	0.00
248-170-950-000	DDA PROPERTY TAX REFUNDS	11,768.74	50,000.00	0.00	0.00	50,000.00	0.00
248-170-967-000	SPECIAL PROJECTS	19,887.06	71,700.00	0.00	0.00	71,700.00	0.00
248-170-981-000	OFFICE EQUIPMENT	1,103.58	1,000.00	1,138.86	0.00	(138.86)	113.89
Total Dept 170 - DDA OPERATIONS/CONSTRUCTION		375,243.48	600,308.00	59,162.41	17,797.71	541,145.59	9.86
Dept 901 - CAPITAL OUTLAY							
248-901-970-000	CAPITAL OUTLAY - FFE	0.00	230,000.00	0.00	0.00	230,000.00	0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	395,807.84	0.00	25,841.11	21,927.76	(25,841.11)	100.00
Total Dept 901 - CAPITAL OUTLAY		395,807.84	230,000.00	25,841.11	21,927.76	204,158.89	11.24
Dept 990 - DEBT SERVICE							
248-990-992-003	MUN BOND 2010 /PRINCIPAL	103,000.00	0.00	0.00	0.00	0.00	0.00
248-990-992-007	LOAN PRINCIPAL	61,299.99	70,000.00	0.00	0.00	70,000.00	0.00
248-990-996-001	INTEREST AND FEES	20,366.68	24,050.00	12,025.00	12,025.00	12,025.00	50.00
248-990-996-003	MUN BOND 2010 / INT & FEES	3,832.60	0.00	0.00	0.00	0.00	0.00
Total Dept 990 - DEBT SERVICE		188,499.27	94,050.00	12,025.00	12,025.00	82,025.00	12.79
Fund 248 - DDA:							
TOTAL REVENUES		1,382,799.72	1,233,589.00	603,081.27	5,735.43	630,507.73	48.89
TOTAL EXPENDITURES		959,550.59	924,358.00	97,028.52	51,750.47	827,329.48	10.50
NET OF REVENUES & EXPENDITURES		423,249.13	309,231.00	506,052.75	(46,015.04)	(196,821.75)	163.65

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 248 - DDA			
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	829,429.66	
248-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	628,583.74	
248-000-003-035	ADVENTURE CU CD M 2/24/20	213,640.41	
248-000-003-040	CD - UNION BANK M 8/26/20	260,171.62	
248-000-015-010	OPTION 1 CR UN-MM	5.00	
248-000-202-000	ACCOUNTS PAYABLE		177.88
248-000-390-000	FUND BALANCE - UNASSIGNED		1,002,350.67
248-000-401-401	TAXES - CASCADE TOWNSHIP		305,780.31
248-000-401-402	TAXES - G.R.C.C.	2,737.74	
248-000-401-403	TAXES-KENT COUNTY		168,124.58
248-000-401-406	KDL TAXES-DDA		111,601.70
248-000-665-000	INTEREST REVENUE		155.18
248-000-667-001	RENT-TUFFY		17,093.30
248-000-671-671	MISCELLANEOUS INCOME		3,063.94
248-170-787-000	MISCELLANEOUS	270.00	
248-170-821-000	ENGINEERING	3,308.00	
248-170-861-100	BUS SERVICE 28TH ST	47,302.56	
248-170-921-000	ELECTRICITY	6,479.39	
248-170-924-100	CELL PHONES	177.31	
248-170-927-000	WATER-SEWER	10.06	
248-170-931-000	MAINT & REPAIR/IMPROVEMENTS	476.23	
248-170-981-000	OFFICE EQUIPMENT	1,138.86	
248-901-974-000	CAPITAL OUTLAY - LANDIMP	25,841.11	
248-990-996-001	INTEREST AND FEES	12,025.00	
NET OF REVENUES/EXPENDITURES - 2020			423,249.13
Total Fund 248 - DDA		2,031,596.69	2,031,596.69

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 248 - DDA		
*** Assets ***		
248-000-001-510	MI CLASS CASH - POOL ACCOUNTS	829,429.66
248-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	628,583.74
248-000-003-035	ADVENTURE CU CD M 2/24/20	213,640.41
248-000-003-040	CD - UNION BANK M 8/26/20	260,171.62
248-000-015-010	OPTION 1 CR UN-MM	5.00
	Total Assets	1,931,830.43
*** Liabilities ***		
248-000-202-000	ACCOUNTS PAYABLE	177.88
	Total Liabilities	177.88
*** Fund Balance ***		
248-000-390-000	FUND BALANCE - UNASSIGNED	1,002,350.67
	Total Fund Balance	1,002,350.67
	Beginning Fund Balance - 2020	1,002,350.67
	Net of Revenues VS Expenditures - 2020	423,249.13
	*2020 End FB/2021 Beg FB	1,425,599.80
	Net of Revenues VS Expenditures - Current Year	506,052.75
	Ending Fund Balance	1,931,652.55
	Total Liabilities And Fund Balance	1,931,830.43

* Year Not Closed

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 249 - BUILDING FUND							
Revenues							
249-000-600-644	NSF FEES	0.00	50.00	0.00	0.00	50.00	0.00
249-000-607-483	CASCADE TWP BLDG COM PERMITS	98,351.00	155,000.00	19,669.00	17,179.00	135,331.00	12.69
249-000-607-484	CASCADE TWP BLDG RES PERMITS	93,806.00	85,000.00	19,389.00	8,184.00	65,611.00	22.81
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS	61,566.00	80,000.00	16,003.00	4,472.00	63,997.00	20.00
249-000-607-486	CASCADE TWP MECHANICAL PERMITS	93,074.30	95,000.00	22,215.75	9,938.75	72,784.25	23.39
249-000-607-487	CASCADE TWP PLUMBING PERMITS	46,078.00	50,000.00	12,573.00	7,366.00	37,427.00	25.15
249-000-607-488	CASCADE - PR	33,830.00	35,000.00	6,826.00	5,866.00	28,174.00	19.50
249-000-607-490	CASCADE TWP CONTRACTOR REG	8,640.00	8,500.00	2,310.00	990.00	6,190.00	27.18
249-000-607-500	LOWELL TWP BUILDING PERMITS	49,630.00	55,000.00	20,576.00	6,700.00	34,424.00	37.41
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS	16,338.00	25,000.00	7,302.00	2,555.00	17,698.00	29.21
249-000-607-502	LOWELL TWP MECHANICAL PERMITS	18,345.00	20,000.00	6,655.00	2,540.00	13,345.00	33.28
249-000-607-503	LOWELL TWP PLUMBING PERMITS	12,590.00	15,000.00	7,082.00	3,780.00	7,918.00	47.21
249-000-607-504	LOWELL TWP - PR	320.00	5,000.00	0.00	0.00	5,000.00	0.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS	14,688.00	13,000.00	2,721.00	914.00	10,279.00	20.93
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS	14,705.00	13,000.00	3,670.00	940.00	9,330.00	28.23
249-000-607-516	VERGENNES TWP PLUMBING PERMITS	9,371.00	9,000.00	2,125.00	1,418.00	6,875.00	23.61
249-000-607-520	ADA TWP BUILDING PERMITS	128,900.00	130,000.00	24,957.00	6,821.00	105,043.00	19.20
249-000-607-521	ADA TWP PLUMBING PERMITS	28,862.00	40,000.00	5,806.00	2,487.00	34,194.00	14.52
249-000-607-523	ADA TWP ELECTRICAL PERMITS	48,619.00	50,000.00	11,275.00	3,734.00	38,725.00	22.55
249-000-607-524	ADA TWP MECHANICAL PERMITS	62,077.50	55,000.00	13,196.75	4,880.75	41,803.25	23.99
249-000-607-525	ADA TWP - PR	24,715.00	20,000.00	3,596.00	113.00	16,404.00	17.98
249-000-607-531	GR TWP BUILDING PERMITS	207,670.00	120,000.00	17,811.00	8,213.00	102,189.00	14.84
249-000-607-532	GR TWP ELECTRICAL PERMITS	49,822.85	55,000.00	14,704.00	8,850.00	40,296.00	26.73
249-000-607-533	GR TWP MECHANICAL PERMITS	57,115.75	65,000.00	36,016.75	15,403.50	28,983.25	55.41
249-000-607-534	GR TWP PLUMBING PERMITS	35,356.00	40,000.00	8,985.00	4,378.00	31,015.00	22.46
249-000-607-535	GRT - PR	55,950.00	20,000.00	1,113.00	50.00	18,887.00	5.57
249-000-607-536	EAST GR BUILDING PERMITS	75,852.00	65,000.00	11,901.00	5,795.00	53,099.00	18.31
249-000-607-537	EAST GR ELECTRICAL PERMITS	32,461.00	35,000.00	11,953.00	3,666.00	23,047.00	34.15
249-000-607-538	EAST GR MECHANICAL PERMITS	43,400.00	40,000.00	13,323.50	6,763.50	26,676.50	33.31
249-000-607-539	EAST GR PLUMBING PERMITS	20,150.00	25,000.00	8,053.00	3,045.00	16,947.00	32.21
249-000-607-540	EGR - PR	5,631.00	10,000.00	375.00	375.00	9,625.00	3.75
249-000-607-541	EAST GR-RENTAL INSP	4,200.00	4,000.00	130.00	0.00	3,870.00	3.25
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS	83,587.00	90,000.00	24,794.00	8,883.00	65,206.00	27.55
249-000-607-552	PLAINFIELD MECHANICAL PERMITS	111,668.25	110,000.00	30,810.00	11,045.00	79,190.00	28.01
249-000-607-553	PLAINFIELD - PLUMBING PERMITS	60,426.00	60,000.00	19,736.00	11,490.00	40,264.00	32.89
249-000-607-555	PLAINFIELD INSPECTION FEES -NP	250.00	5,000.00	400.00	0.00	4,600.00	8.00
249-000-607-556	WYOMING INSPECTIONS	0.00	0.00	16,659.60	10,699.60	(16,659.60)	100.00
249-000-665-000	INTEREST REVENUE	69,229.12	35,000.00	28.55	7.97	34,971.45	0.08
249-000-671-671	MISCELLANEOUS INCOME	2,263.94	1,500.00	775.00	225.00	725.00	51.67
Totals Revenues		1,779,538.71	1,739,050.00	425,515.90	189,768.07	1,313,534.10	24.47
Expenditures							
Dept 371 - BUILDING DEPARTMENT							
249-371-702-000	WAGES- FULL TIME	758,817.36	880,223.00	180,707.11	88,872.37	699,515.89	20.53
249-371-703-200	ASSIGNABLE SALARY	0.00	16,432.00	0.00	0.00	16,432.00	0.00
249-371-704-000	WAGES- PART TIME	3,954.77	8,000.00	0.00	0.00	8,000.00	0.00
249-371-707-000	WAGES- CASUAL	6,608.00	10,000.00	1,720.00	1,720.00	8,280.00	17.20
249-371-723-000	MEMBERSHIPS AND DUES	1,669.94	4,000.00	704.94	0.00	3,295.06	17.62
249-371-724-000	EDUCATION	708.75	6,000.00	550.50	50.00	5,449.50	9.18
249-371-727-000	SUPPLIES	5,831.12	8,000.00	1,027.72	571.90	6,972.28	12.85
249-371-757-000	BOOKS	400.04	3,500.00	0.00	0.00	3,500.00	0.00
249-371-768-000	DEPARTMENT UNIFORMS	4,025.40	4,800.00	310.74	154.59	4,489.26	6.47
249-371-787-000	MISCELLANEOUS	231.58	1,500.00	0.00	0.00	1,500.00	0.00
249-371-787-200	CREDIT CARD FEES	21,114.37	20,000.00	6,013.59	1,595.49	13,986.41	30.07
249-371-807-000	AUDIT FEES & SERVICES	940.00	940.00	0.00	0.00	940.00	0.00
249-371-810-000	LIABILITY INSURANCE	9,878.55	10,867.00	11,890.65	0.00	(1,023.65)	109.42
249-371-821-000	BLDG ENGINEERING	0.00	1,500.00	0.00	0.00	1,500.00	0.00
249-371-860-000	MEILEAGE	54,333.62	60,000.00	11,136.62	4,370.70	48,863.38	18.56
249-371-862-500	DEPT HEAD, SUPV EXPENSES	0.00	500.00	209.80	0.00	290.20	41.96
249-371-924-000	PHONES	1,530.46	2,000.00	394.39	96.44	1,605.61	19.72
249-371-924-100	CELL PHONES	10,041.93	9,950.00	1,791.23	1,074.81	8,158.77	18.00
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	0.00	7,000.00	8,102.60	0.00	(1,102.60)	115.75
249-371-939-000	SERVICE CONTRACTS	19,886.22	18,413.00	5,789.72	549.36	12,623.28	31.44

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
249-371-940-000	BUILDING RENTAL-LEASE	114,065.47	8,000.00	0.00	0.00	8,000.00	0.00
249-371-941-000	POSTAGE & MACHINE LEASE	900.00	1,000.00	0.00	0.00	1,000.00	0.00
249-371-957-000	BLDG PHYSICAL EXAMS	0.00	750.00	0.00	0.00	750.00	0.00
249-371-967-000	BLDG - SPECIAL PROJECTS	0.00	15,000.00	0.00	0.00	15,000.00	0.00
249-371-981-000	OFFICE EQUIPMENT	1,085.26	4,000.00	4,555.44	0.00	(555.44)	113.89
Total Dept 371 - BUILDING DEPARTMENT		1,016,022.84	1,102,375.00	234,905.05	99,055.66	867,469.95	21.31
Dept 850 - BENEFITS/INSURANCE							
249-850-715-000	FICA-EMPLOYER	55,825.08	70,667.00	14,928.09	6,503.00	55,738.91	21.12
249-850-716-000	DEFINED CONTRIBUTION PLAN	97,271.95	118,411.00	24,539.48	7,466.34	93,871.52	20.72
249-850-717-000	WORKERS COMP INSURANCE	24,222.62	23,323.00	0.00	0.00	23,323.00	0.00
249-850-718-000	VISION INSURANCE BENEFITS	1,322.04	1,858.00	513.76	256.88	1,344.24	27.65
249-850-718-200	OTHER BENEFITS	14,000.00	18,200.00	15,400.00	0.00	2,800.00	84.62
249-850-718-300	OTHER BENEFITS- PTO BUYBACK PROGRAM	8,083.72	0.00	0.00	0.00	0.00	0.00
249-850-719-000	HEALTH INSURANCE BENEFITS	117,626.21	155,626.00	42,897.11	9,535.04	112,728.89	27.56
249-850-719-100	OPT-OUT INSURANCE	5,000.00	4,000.00	0.00	0.00	4,000.00	0.00
249-850-720-000	LIFE & DISABILITY INSURANCE	9,874.15	12,447.00	2,456.22	818.74	9,990.78	19.73
249-850-721-000	DENTAL INSURANCE BENEFITS	9,070.34	13,105.00	2,333.18	748.42	10,771.82	17.80
249-850-722-000	PENSION PLAN BENEFITS	45,168.00	45,168.00	11,022.09	3,674.03	34,145.91	24.40
Total Dept 850 - BENEFITS/INSURANCE		387,464.11	462,805.00	114,089.93	29,002.45	348,715.07	24.65
Dept 901 - CAPITAL OUTLAY							
249-901-975-000	CAPITAL OUTLAY - BLDGIMP	267,367.95	41,250.00	61,800.40	28,979.55	(20,550.40)	149.82
Total Dept 901 - CAPITAL OUTLAY		267,367.95	41,250.00	61,800.40	28,979.55	(20,550.40)	149.82
Dept 964 - PAYMENTS TO OTHER TOWNSHIPS							
249-964-964-100	PERMITS DUE TO LOWELL TWP	22,637.60	24,000.00	5,161.20	2,474.40	18,838.80	21.51
249-964-964-200	PERMITS DUE TO VERGENNES TWP	8,612.80	7,000.00	1,054.00	298.20	5,946.00	15.06
249-964-964-300	PERMITS DUE TO GR TWP	85,497.40	60,000.00	8,163.25	4,072.40	51,836.75	13.61
249-964-964-400	PERMITS DUE TO ADA TWP	62,256.50	59,000.00	8,166.80	2,675.00	50,833.20	13.84
249-964-964-500	PERMITS DUE TO EAST GR	39,915.40	35,000.00	5,255.20	2,145.20	29,744.80	15.01
249-964-964-600	PERMITS DUE PLAINFIELD	55,615.75	52,000.00	8,831.00	4,021.20	43,169.00	16.98
249-964-964-800	PERMITS DUE CASCADE TWP	99,135.36	100,000.00	8,857.00	4,630.00	91,143.00	8.86
Total Dept 964 - PAYMENTS TO OTHER TOWNSHIPS		373,670.81	337,000.00	45,488.45	20,316.40	291,511.55	13.50
Fund 249 - BUILDING FUND:							
TOTAL REVENUES		1,779,538.71	1,739,050.00	425,515.90	189,768.07	1,313,534.10	24.47
TOTAL EXPENDITURES		2,044,525.71	1,943,430.00	456,283.83	177,354.06	1,487,146.17	23.48
NET OF REVENUES & EXPENDITURES		(264,987.00)	(204,380.00)	(30,767.93)	12,414.01	(173,612.07)	15.05

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 249 - BUILDING FUND			
249-000-001-111	-CASH-RECEIVING - FLAGSTAR	17,834.25	
249-000-001-510	MI CLASS CASH - POOL ACCOUNTS	7,178.72	
249-000-002-001	CASH/SAVINGS- FLAGSTAR BANK		11,198.99
249-000-002-003	CONSUMERS CR UN SAVINGS	317,703.78	
249-000-003-001	CD - INDEPENDENT BANK M 6/19/21	321,327.11	
249-000-003-018	CD - CHEMICAL BANK M 4/30/21	307,919.91	
249-000-003-021	FNB OF MI M 2/11/20	556,467.53	
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	654,398.37	
249-000-003-037	CHEMICAL BANK CD M 10/28/19	569,753.35	
249-000-202-000	ACCOUNTS PAYABLE		10,347.28
249-000-237-000	DUE TO IRF SW CONNECTIONS		6,600.00
249-000-390-000	FUND BALANCE		2,020,191.68
249-000-391-001	FUND BAL- COMMITTED FUTURE FAC IMP 2018		1,000,000.00
249-000-607-483	CASCADE TWP BLDG COM PERMITS		19,669.00
249-000-607-484	CASCADE TWP BLDG RES PERMITS		19,389.00
249-000-607-485	CASCADE TWP ELECTRICAL PERMITS		16,003.00
249-000-607-486	CASCADE TWP MECHANICAL PERMITS		22,215.75
249-000-607-487	CASCADE TWP PLUMBING PERMITS		12,573.00
249-000-607-488	CASCADE - PR		6,826.00
249-000-607-490	CASCADE TWP CONTRACTOR REG		2,310.00
249-000-607-500	LOWELL TWP BUILDING PERMITS		20,576.00
249-000-607-501	LOWELL TWP ELECTRICAL PERMITS		7,302.00
249-000-607-502	LOWELL TWP MECHANICAL PERMITS		6,655.00
249-000-607-503	LOWELL TWP PLUMBING PERMITS		7,082.00
249-000-607-511	VERGENNES TWP ELECTRICAL PERMITS		2,721.00
249-000-607-512	VERGENNES TWP MECHANICAL PERMITS		3,670.00
249-000-607-516	VERGENNES TWP PLUMBING PERMITS		2,125.00
249-000-607-520	ADA TWP BUILDING PERMITS		24,957.00
249-000-607-521	ADA TWP PLUMBING PERMITS		5,806.00
249-000-607-523	ADA TWP ELECTRICAL PERMITS		11,275.00
249-000-607-524	ADA TWP MECHANICAL PERMITS		13,196.75
249-000-607-525	ADA TWP - PR		3,596.00
249-000-607-531	GR TWP BUILDING PERMITS		17,811.00
249-000-607-532	GR TWP ELECTRICAL PERMITS		14,704.00
249-000-607-533	GR TWP MECHANICAL PERMITS		36,016.75
249-000-607-534	GR TWP PLUMBING PERMITS		8,985.00
249-000-607-535	GRT - PR		1,113.00
249-000-607-536	EAST GR BUILDING PERMITS		11,901.00
249-000-607-537	EAST GR ELECTRICAL PERMITS		11,953.00
249-000-607-538	EAST GR MECHANICAL PERMITS		13,323.50
249-000-607-539	EAST GR PLUMBING PERMITS		8,053.00
249-000-607-540	EGR - PR		375.00
249-000-607-541	EAST GR-RENTAL INSP		130.00
249-000-607-551	PLAINFIELD - ELECTRICAL PERMITS		24,794.00
249-000-607-552	PLAINFIELD MECHANICAL PERMITS		30,810.00
249-000-607-553	PLAINFIELD - PLUMBING PERMITS		19,736.00
249-000-607-555	PLAINFIELD INSPECTION FEES -NP		400.00
249-000-607-556	WYOMING INSPECTIONS		16,659.60
249-000-665-000	INTEREST REVENUE		28.55
249-000-671-671	MISCELLANEOUS INCOME		775.00
249-371-702-000	WAGES- FULL TIME	180,707.11	

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
249-371-707-000	WAGES- CASUAL	1,720.00	
249-371-723-000	MEMBERSHIPS AND DUES	704.94	
249-371-724-000	EDUCATION	550.50	
249-371-727-000	SUPPLIES	1,027.72	
249-371-768-000	DEPARTMENT UNIFORMS	310.74	
249-371-787-200	CREDIT CARD FEES	6,013.59	
249-371-810-000	LIABILITY INSURANCE	11,890.65	
249-371-860-000	MILEAGE	11,136.62	
249-371-862-500	DEPT HEAD, SUPV EXPENSES	209.80	
249-371-924-000	PHONES	394.39	
249-371-924-100	CELL PHONES	1,791.23	
249-371-932-000	OFFICE EQUIP & COMPUTER REPAIR	8,102.60	
249-371-939-000	SERVICE CONTRACTS	5,789.72	
249-371-981-000	OFFICE EQUIPMENT	4,555.44	
249-850-715-000	FICA-EMPLOYER	14,928.09	
249-850-716-000	DEFINED CONTRIBUTION PLAN	24,539.48	
249-850-718-000	VISION INSURANCE BENEFITS	513.76	
249-850-718-200	OTHER BENEFITS	15,400.00	
249-850-719-000	HEALTH INSURANCE BENEFITS	42,897.11	
249-850-720-000	LIFE & DISABILITY INSURANCE	2,456.22	
249-850-721-000	DENTAL INSURANCE BENEFITS	2,333.18	
249-850-722-000	PENSION PLAN BENEFITS	11,022.09	
249-901-975-000	CAPITAL OUTLAY - BLDGIMP	61,800.40	
249-964-964-100	PERMITS DUE TO LOWELL TWP	5,161.20	
249-964-964-200	PERMITS DUE TO VERGENNES TWP	1,054.00	
249-964-964-300	PERMITS DUE TO GR TWP	8,163.25	
249-964-964-400	PERMITS DUE TO ADA TWP	8,166.80	
249-964-964-500	PERMITS DUE TO EAST GR	5,255.20	
249-964-964-600	PERMITS DUE PLAINFIELD	8,831.00	
249-964-964-800	PERMITS DUE CASCADE TWP	8,857.00	
DEFICIENCY OF REVENUES/EXPENDITURES - 2020		264,987.00	
Total Fund 249 - BUILDING FUND		3,473,853.85	3,473,853.85

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 249 - BUILDING FUND		
*** Assets ***		
249-000-001-111	-CASH-RECEIVING - FLAGSTAR	17,834.25
249-000-001-510	MI CLASS CASH - POOL ACCOUNTS	7,178.72
249-000-002-001	CASH/SAVINGS- FLAGSTAR BANK	(11,198.99)
249-000-002-003	CONSUMERS CR UN SAVINGS	317,703.78
249-000-003-001	CD - INDEPENDENT BANK M 6/19/21	321,327.11
249-000-003-018	CD - CHEMICAL BANK M 4/30/21	307,919.91
249-000-003-021	FNB OF MI M 2/11/20	556,467.53
249-000-003-024	FIRST NATIONAL BANK OF AMERICA	654,398.37
249-000-003-037	CHEMICAL BANK CD M 10/28/19	569,753.35
	Total Assets	2,741,384.03
*** Liabilities ***		
249-000-202-000	ACCOUNTS PAYABLE	10,347.28
249-000-237-000	DUE TO IRF SW CONNECTIONS	6,600.00
	Total Liabilities	16,947.28
*** Fund Balance ***		
249-000-390-000	FUND BALANCE	2,020,191.68
249-000-391-001	FUND BAL- COMMITTED FUTURE FAC IMP 2018	1,000,000.00
	Total Fund Balance	3,020,191.68
	Beginning Fund Balance - 2020	3,020,191.68
	Net of Revenues VS Expenditures - 2020	(264,987.00)
	*2020 End FB/2021 Beg FB	2,755,204.68
	Net of Revenues VS Expenditures - Current Year	(30,767.93)
	Ending Fund Balance	2,724,436.75
	Total Liabilities And Fund Balance	2,741,384.03

* Year Not Closed

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020	2021	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		PRE-AUDIT BALANCE	BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 270 - LIBRARY FUND							
Revenues							
270-000-401-402	TAX LEVY	218,084.09	226,358.00	219,966.23	13,083.94	6,391.77	97.18
270-000-401-410	PERSONAL PROPERTY TAX	14,938.74	16,047.00	15,569.58	2,449.54	477.42	97.02
270-000-401-412	DELINQUENT TAX LEVY	403.27	600.00	0.00	0.00	600.00	0.00
270-000-401-437	ABATEMENT TAXES-LEVY	1,834.57	2,674.00	2,673.64	387.62	0.36	99.99
270-000-401-445	PENALTIES & INTEREST ON TAX	39.59	60.00	23.77	23.77	36.23	39.62
270-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE	10,884.36	8,163.00	3,208.14	3,208.14	4,954.86	39.30
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT	32,869.52	32,870.00	8,217.38	0.00	24,652.62	25.00
270-000-665-000	INTEREST REVENUE	58,248.20	16,000.00	8,277.87	8,149.60	7,722.13	51.74
Totals Revenues		337,302.34	302,772.00	257,936.61	27,302.61	44,835.39	85.19
Expenditures							
Dept 790 - LIBRARY							
270-790-727-000	LIBRARY SUPPLIES	933.86	6,600.00	0.00	0.00	6,600.00	0.00
270-790-729-000	LIB ELECTRONIC SUBSCRIPTIONS	0.00	900.00	0.00	0.00	900.00	0.00
270-790-787-000	MISCELLANEOUS	126.00	1,000.00	0.00	0.00	1,000.00	0.00
270-790-802-200	JANITORIAL & MAINTENANCE	2,099.71	10,000.00	0.00	0.00	10,000.00	0.00
270-790-810-000	LIABILITY INSURANCE	16,464.25	18,110.00	19,817.75	0.00	(1,707.75)	109.43
270-790-921-000	LIBRARY ELECTRICITY	46,305.09	55,000.00	10,417.93	3,432.59	44,582.07	18.94
270-790-923-000	LIBRARY HEATING	9,331.94	12,000.00	4,251.77	2,218.03	7,748.23	35.43
270-790-924-000	LIBRARY PHONES	1,787.46	1,800.00	268.89	94.89	1,531.11	14.94
270-790-927-000	LIBRARY WATER-SEWER	5,658.13	8,000.00	1,029.58	0.00	6,970.42	12.87
270-790-931-000	LIBRARY MAINTENANCE	66,916.72	65,000.00	8,492.35	2,272.09	56,507.65	13.07
270-790-931-100	LIBRARY MAINTENANCE	76,461.00	76,461.00	0.00	0.00	76,461.00	0.00
270-790-950-000	PROPERTY TAX REFUNDS	21.99	200.00	57.06	57.06	142.94	28.53
270-790-981-000	OFFICE EQUIPMENT	2,475.27	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 790 - LIBRARY		228,581.42	256,071.00	44,335.33	8,074.66	211,735.67	17.31
Dept 901 - CAPITAL OUTLAY							
270-901-970-000	CAPITAL OUTLAY - FFE	0.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	25,000.00	0.00	0.00	25,000.00	0.00
Fund 270 - LIBRARY FUND:							
TOTAL REVENUES		337,302.34	302,772.00	257,936.61	27,302.61	44,835.39	85.19
TOTAL EXPENDITURES		228,581.42	281,071.00	44,335.33	8,074.66	236,735.67	15.77
NET OF REVENUES & EXPENDITURES		108,720.92	21,701.00	213,601.28	19,227.95	(191,900.28)	984.29

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 270 - LIBRARY FUND			
270-000-001-510	CASH - MI CLASS	466,411.06	
270-000-003-014	CD - LAKE MICH CR UN #40 M3/27/2020	453,604.26	
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2020	272,905.68	
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2020	570,033.64	
270-000-015-023	LIBRARY M/M UNITED BANK	617,258.72	
270-000-202-000	ACCOUNTS PAYABLE		29.86
270-000-390-000	FUND BALANCE		1,657,861.30
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11		400,000.00
270-000-401-402	TAX LEVY		219,966.23
270-000-401-410	PERSONAL PROPERTY TAX		15,569.58
270-000-401-437	ABATEMENT TAXES-LEVY		2,673.64
270-000-401-445	PENALTIES & INTEREST ON TAX		23.77
270-000-573-000	LOCAL COMMUNITY STABILIZATION SHARE		3,208.14
270-000-587-587	KENT DISTRICT LIBRARY PAYMENT		8,217.38
270-000-665-000	INTEREST REVENUE		8,277.87
270-790-810-000	LIABILITY INSURANCE	19,817.75	
270-790-921-000	LIBRARY ELECTRICITY	10,417.93	
270-790-923-000	LIBRARY HEATING	4,251.77	
270-790-924-000	LIBRARY PHONES	268.89	
270-790-927-000	LIBRARY WATER-SEWER	1,029.58	
270-790-931-000	LIBRARY MAINTENANCE	8,492.35	
270-790-950-000	PROPERTY TAX REFUNDS	57.06	
NET OF REVENUES/EXPENDITURES - 2020			108,720.92
Total Fund 270 - LIBRARY FUND		2,424,548.69	2,424,548.69

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 270 - LIBRARY FUND		
*** Assets ***		
270-000-001-510	CASH - MI CLASS	466,411.06
270-000-003-014	CD - LAKE MICH CR UN #40 M3/27/2020	453,604.26
270-000-003-026	CD - WEST MI COMMUNITY BANK M 6/1/2020	272,905.68
270-000-003-027	CD - NORTHPOINTE BANK MM 4/7/2020	570,033.64
270-000-015-023	LIBRARY M/M UNITED BANK	617,258.72
	Total Assets	2,380,213.36
*** Liabilities ***		
270-000-202-000	ACCOUNTS PAYABLE	29.86
	Total Liabilities	29.86
*** Fund Balance ***		
270-000-390-000	FUND BALANCE	1,657,861.30
270-000-391-001	FUND BALANCE - COMMITTED/MAJOR REPAIRS11	400,000.00
	Total Fund Balance	2,057,861.30
	Beginning Fund Balance - 2020	2,057,861.30
	Net of Revenues VS Expenditures - 2020	108,720.92
	*2020 End FB/2021 Beg FB	2,166,582.22
	Net of Revenues VS Expenditures - Current Year	213,601.28
	Ending Fund Balance	2,380,183.50
	Total Liabilities And Fund Balance	2,380,213.36

* Year Not Closed

**REVENUE AND EXPENDITURE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.
PRE-AUDIT

GL NUMBER	DESCRIPTION	2020 PRE-AUDIT BALANCE	2021 BUDGET	YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 282 - CARES ACT							
Revenues							
282-000-528-001	PSPHPR GRANT	171,542.00	0.00	0.00	0.00	0.00	0.00
282-000-528-002	FRHPP GRANT	30,000.00	0.00	0.00	0.00	0.00	0.00
282-000-528-003	CRLGG GRANT	15,701.00	0.00	0.00	0.00	0.00	0.00
282-000-528-004	KENT COUNTY PROGRAM	217,352.09	0.00	0.00	0.00	0.00	0.00
282-000-528-005	KENT COUNTY WIFI	20,800.00	0.00	(709.21)	(709.21)	709.21	100.00
Totals Revenues		455,395.09	0.00	(709.21)	(709.21)	709.21	100.00
Dept 345 - 345							
282-345-528-000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	(49,146.72)	0.00	0.00
Total Dept 345 - 345		0.00	0.00	0.00	(49,146.72)	0.00	0.00
Expenditures							
Dept 345 - 345							
282-345-702-000	WAGES- FULL TIME	100,379.63	0.00	0.00	0.00	0.00	0.00
282-345-702-100	HAZARD PAY- CARES ACT	30,000.00	0.00	0.00	0.00	0.00	0.00
282-345-702-200	FIRE DEPARTMENT SALARIES & BENEFITS	91,997.23	0.00	0.00	0.00	0.00	0.00
282-345-707-000	WAGES- CASUAL	23,092.16	0.00	0.00	0.00	0.00	0.00
282-345-713-000	OVERTIME	12,928.48	0.00	0.00	0.00	0.00	0.00
282-345-715-000	FICA-EMPLOYER	16,318.21	0.00	0.00	0.00	0.00	0.00
282-345-718-000	VISION INSURANCE BENEFITS	401.88	0.00	0.00	0.00	0.00	0.00
282-345-719-000	HEALTH INSURANCE BENEFITS	35,776.30	0.00	0.00	0.00	0.00	0.00
282-345-720-000	LIFE & DISABILITY INSURANCE	674.74	0.00	0.00	0.00	0.00	0.00
282-345-721-000	DENTAL INSURANCE BENEFITS	2,121.58	0.00	0.00	0.00	0.00	0.00
282-345-722-000	PENSION PLAN BENEFITS	14,197.28	0.00	0.00	0.00	0.00	0.00
282-345-752-000	ELECTION SUPPLIES	44,925.61	0.00	0.00	0.00	0.00	0.00
282-345-755-000	COVID 19 EXPENSES	15,701.00	0.00	0.00	0.00	0.00	0.00
282-345-755-100	COVID EQUIPMENT & SUPPLIES	6,417.51	0.00	0.00	0.00	0.00	0.00
282-345-755-200	COVID REMOTE WORK EXPENSES	25,274.94	0.00	0.00	0.00	0.00	0.00
282-345-850-000	CARES ACT COMMUNICATIONS	14,388.54	0.00	0.00	0.00	0.00	0.00
282-345-852-000	INTERNET CARES ACT	20,090.79	0.00	0.00	0.00	0.00	0.00
Total Dept 345 - 345		454,685.88	0.00	0.00	0.00	0.00	0.00
Fund 282 - CARES ACT :							
TOTAL REVENUES		455,395.09	0.00	(709.21)	(49,855.93)	709.21	100.00
TOTAL EXPENDITURES		454,685.88	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		709.21	0.00	(709.21)	(49,855.93)	709.21	100.00
TOTAL REVENUES - ALL FUNDS							
		13,914,549.54	13,160,341.00	7,126,370.90	813,550.30	6,033,970.10	54.15
TOTAL EXPENDITURES - ALL FUNDS							
		15,806,596.09	12,712,211.00	2,799,688.12	1,092,178.17	9,912,522.88	22.02
NET OF REVENUES & EXPENDITURES							
		(1,892,046.55)	448,130.00	4,326,682.78	(278,627.87)	(3,878,552.78)	965.50

TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
 PERIOD ENDING 03/31/2021
 PRE-AUDIT

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 282 - CARES ACT			
282-000-001-100	CASH - CARES ACT	1,418.42	
282-000-214-000	DUE TO OTHER FUNDS		1,418.42
282-000-528-005	KENT COUNTY WIFI	709.21	
NET OF REVENUES/EXPENDITURES - 2020			709.21
Total Fund 282 - CARES ACT		2,127.63	2,127.63

BALANCE SHEET FOR CASCADE CHARTER TOWNSHIP
Period Ending 03/31/2021
PRE-AUDIT

GL Number	Description	Balance
Fund 282 - CARES ACT		
*** Assets ***		
282-000-001-100	CASH -CARES ACT	1,418.42
	Total Assets	1,418.42
*** Liabilities ***		
282-000-214-000	DUE TO OTHER FUNDS	1,418.42
	Total Liabilities	1,418.42
*** Fund Balance ***		
	Total Fund Balance	0.00
	Beginning Fund Balance - 2020	0.00
	Net of Revenues VS Expenditures - 2020	709.21
	*2020 End FB/2021 Beg FB	709.21
	Net of Revenues VS Expenditures - Current Year	(709.21)
	Ending Fund Balance	0.00
	Total Liabilities And Fund Balance	1,418.42

* Year Not Closed

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 701 - TRUST AND AGENCY			
701-000-003-002	HENRY KRAMER ESCROW	15,379.88	
701-000-003-004	JACK SMITH ESCROW	23,128.41	
701-000-003-018	CD - CHEMICAL BANK JAMES TIMMONS	12,400.00	
701-000-015-004	MONEY MARKET - CHEMICAL BANK	130,465.72	
701-000-202-000	ACCOUNTS PAYABLE		687.50
701-000-214-000	DUE TO GENERAL FUND		4.63
701-000-230-004	T&A INTERST DUE GF		1,562.85
701-000-250-080	CASCADE POINTE-PATHWAY BOND		10,054.62
701-000-250-173	PATHWAYS-WOLVERINE BLDG GROUP- 6010 28TH		1,800.00
701-000-250-175	PATHWAYS - CASCADE TRAILS SENIOR LIVING		3,000.00
701-000-250-176	PATHWAYS- KANAAN COMMUNICATIONS		500.00
701-000-252-050	WALMART S/W INSP GR 3/2013		826.83
701-000-252-166	REDWOOD LIVING/WHITE WATER S/W 4/2014		3,413.30
701-000-252-167	RIDGES OF CASCADE S/W 4/2014		948.12
701-000-252-168	STONESHIRE PHASE II S/W 4/2014		1,559.25
701-000-252-205	GROOTERS DEV./ 5400 INTERNATIONAL PKWAY		500.00
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		4,201.08
701-000-252-232	FORD AIRPORT VIEWING PARK		32.00
701-000-252-236	LACKS TRIM DIV S/W 1/2016		4,518.05
701-000-252-237	LEISURE LIVING MGT 5/2018	4,020.35	
701-000-252-238	LANTERNS OF CASCADE JUNE 2019		9,296.95
701-000-252-239	NATIONAL TIRE SEPTEMBER 2019		256.50
701-000-252-240	EDWARD ROSE/ GARDEN APARTMENTS	18,778.85	
701-000-252-751	GLENWOOD HILLS S/W BOND		23,211.72
701-000-253-221	UNIVERSAL SIGN SYSEMS 17-3397 7/2017		48.34
701-000-253-328	MIEDEMA METAL BUILDING SYSTEM 11/14		26.00
701-000-253-360	WOLVERING BLDG GROUP 16-3318 6/2016		500.00
701-000-253-373	ROBERT GROOTER 17-3386 5/2017		500.00
701-000-253-375	WATERFALL SHOPPES LLC 17-3389 6/2017		500.00
701-000-253-376	TOWN CENTER INN & SUITES 17-3391 6/2017		500.00
701-000-253-377	JAMNBEAN/FREEDOM REINS FARM 17-3392 7/17		500.00
701-000-253-378	PARADIGM DESIGN INC 17-3395 7/17		500.00
701-000-253-379	2771 ORANGE AVE LLC 17-3401 8/2017		500.00
701-000-253-382	RJP CONSULTING INC 17-3407 9/2017		500.00
701-000-253-385	INNOVATIVE DESIGN PC 17-3419 10/2017		500.00
701-000-253-386	LACK ENTERPRISES INC 17-3421 10/2017		500.00
701-000-253-387	NEDERVELD 17-3423 10/2017		500.00
701-000-253-388	BENITEAU RESIDENTIAL LLC 17-3424 11/2017		500.00
701-000-253-389	ALPHA LIMA VENTURES LLC 17-3425 11/2017		500.00
701-000-253-390	QUAIL RIDGE GOLF COURSE 17-3428 12/2017		500.00
701-000-253-391	THORNAPPLE EVANGELICAL 17- 3429 12/17		500.00
701-000-253-392	THORNAPPLE RIVER NURSERY 18-3433 1/18		500.00
701-000-253-394	THE EAGLE PROPERTIES 18-3438 2/2018		500.00
701-000-253-395	KAMMINGA & ROODVOETS 18-3444 2/2018		500.00
701-000-253-397	DYKEMA EXCAVATORS INC 18:3450		500.00
701-000-253-398	SIBSCO LLC 18-3456 5/2018		500.00
701-000-253-399	GREEN CASTLE PROPERTIES 18-3458 5/2018		1,000.00
701-000-253-401	THORNAPPLE ENTERPRISES 18-3464 5/2018		500.00
701-000-253-404	NEDERVELD 18-3471 6/2018		500.00

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
701-000-253-405	NEWCO DESIGN BUILD LLC 18:3477		500.00
701-000-253-407	LANTERS 18:3488		500.00
701-000-253-408	PARADIGM DESIGN INC 18-3492 9/2018		500.00
701-000-253-409	LACKS TRIM SYSTEMS 18:3501 11/2018		500.00
701-000-253-411	BUFFUM HOMES LLC 18:3507		500.00
701-000-253-412	ROGUE LLC 18:3508		408.00
701-000-253-413	ROGUE LLC 18:3509		406.75
701-000-253-414	BDR EXECUTIVE HOMES PATHWAY BOND		1,000.00
701-000-253-415	GLENWOOD DEVELOPMENT PARTNERS 19:3516		500.00
701-000-253-416	GOLDEN VALLEY DEVELOPMENT 19:3519		500.00
701-000-253-417	ROBERT GROOTERS DEVELOPMENT CO 19:3526		380.50
701-000-253-418	TOM GIUSTI/ ROUND HILL 19:3527		15,862.25
701-000-253-419	CASCADE TLC DAYCARE 19:3534		500.00
701-000-253-420	NATIONAL TIRE WHOLESAL 19:3538		500.00
701-000-253-421	WATERMARK PROPERTIES LLC 19:3542		500.00
701-000-253-422	WALMART 19:3541		494.10
701-000-253-423	BRAD HARMON/ BKBE HOLDINGS LLC 19:3550		500.00
701-000-253-424	SARAH HOTCHKISS 19-3558		363.50
701-000-253-425	AUGUSTA TOWER 19-3570		1,000.00
701-000-253-426	EDWARD ROSE DEV CO., LLC		500.00
701-000-253-427	TARGET 20-3576 ZONING VARIANCE		500.00
701-000-253-431	GOLDEN VALLEY SITE CONDO #20-3593-ESCROW		500.00
701-000-253-432	GOLDEN VALLEY SITE CONDO #20-3594- PLAN		500.00
701-000-253-433	LIVE SPACE 4995 STARR ST SE		500.00
701-000-253-434	VENTURE ENGINEERING, PLLC		500.00
701-000-253-435	MOORE & BRUGGINK, INC		500.00
701-000-253-436	BOB MORSE 21-3629		500.00
701-000-255-000	CASCADE THORN RIVER ASSOC 16:3303		500.00
701-000-255-741	JAMES TIMMONS TRUST		12,400.00
701-000-255-742	JACKS SMITH (IRF) M 10/16/2015		23,128.41
701-000-255-743	CUSTOMER DEPOSITS- SOLICITATION BONDS		1,075.00
701-000-283-004	REDWOOD LIVING PERFORMANCE BOND 13-3139		10,000.00
701-000-283-168	RON DYKSTRA 2769 TRD		500.00
701-000-283-169	CHICK-FIL-A PUD AMEND 19:3533		500.00
701-000-283-170	LANDSCAPE BOND - 5354 HALL		10,000.00
701-000-283-171	PATHWAY BOND - 1990 SPAULDING		500.00
701-000-283-740	HENRY KRAMER PERFORMANCE BOND		15,379.88
701-000-283-741	PERFORMANCE BOND 5801 KRAFT		5,000.00
Total Fund 701 - TRUST AND AGENCY		204,173.21	204,173.21

**TRIAL BALANCE REPORT FOR CASCADE CHARTER TOWNSHIP
PERIOD ENDING 03/31/2021
PRE-AUDIT**

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 703 - CURRENT TAX COLLECTION FUND			
703-000-001-001	CASH (CASH DRAWER)	150.00	
703-000-001-103	CASH- CHEM /TAX WIRE	2.94	
703-000-001-110	FLAGSTAR BANK - CASH		319,683.19
703-000-001-111	CASH RECEIVING & WIRE - FLAGSTAR	325,755.12	
703-000-001-112	CASH DELINQUENT - FLAGSTAR	70,468.03	
703-000-202-000	ACCOUNTS PAYABLE		284.04
703-000-222-175	KENT COUNTY - DOG LICENSE		1,453.60
703-000-230-001	TAX INT- DUE TO OTHER UNIT GOVT		3,627.14
703-000-230-002	DELQ TAX - DUE TO OTHER UNIT OF GOVT		70,375.34
703-000-230-003	WIRE ACCT-DUE TO OTHER UNIT GOVT		1.00
703-000-230-012	DELQ TAX INT- DUE OTHER UNIT GOVT		33.19
703-000-230-013	WIRE ACCT INT - DUE TO OTHER GOVT		645.96
703-000-230-032	DELQ TAX OVER AND SHORT	16.70	
703-000-230-043	WIRE- ONLINE SERVICE FEES	125.26	
703-000-230-044	TAX NSF FEES		326.76
703-000-274-000	UNDISTRIBUTED TAX COLLECTION		371.87
703-000-275-000	DUE TO TAXPAYERS	284.04	
Total Fund 703 - CURRENT TAX COLLECTION FUND		396,802.09	396,802.09
Total - All Funds:		32,882,451.82	32,882,451.82

Transactions Log for Payroll Deductions
MONTH ENDING: MARCH 2021

Direct Deposit

3/19/21
Date Submitted 3/2/21 Transaction# 1JGXG4G90L Amount ~~6,250.26~~ Dupli cate
Date Submitted 3/11/21 Transaction# EKMFLXVNF Amount 15,265.47 ✓
Date Submitted 3/18/21 Transaction# 1JGXG4G90L Amount 6,250.26
Date Submitted 3/16/21 Transaction# 00913J7460 Amount 94,204.38
Date Submitted 3/2/21 Transaction# VUQFLHU0QV Amount 95,498.42

Deferred Comp

Date Submitted 3/2/21 Transaction# Amount 100 ✓
Date Submitted 3/16/21 Transaction# Amount 100 ✓
Date Submitted 3/19/21 Transaction# Amount 477.68

Payroll Taxes

Date Submitted 3/2/21 Transaction# 03885699 Amount 35,265.32 ✓
Date Submitted 3/11/21 Transaction# 30848503 Amount 6,018.24 ✓
Date Submitted 3/16/21 Transaction# 32499970 Amount 33,881.91

HSA

Date Submitted 3/2/21 Transaction# C6COM1868M Amount ~~2,354~~ 3-2 1400
Date Submitted 3/16/21 Transaction# GUDJREFPT3 Amount 2,388 3-17 1400
Date Submitted 3/30/21 Transaction# 66GQ9WZ04KZ Amount 2,388

ICMA RC

3/19/21
Date Submitted 3/2/21 Transaction# E03DG5A81 Amount 1,329.21
Date Submitted 3/11/21 Transaction# RCR31LB3NA Amount \$741.75
Date Submitted 3/16/21 Transaction# 69YK12D59E Amount 160.00 ✓
Date Submitted 3/30/21 Transaction# 1Z3T DN941 Amount 891.75
Transaction# 4K21SNAVID Amount 1116.84

MERS DB EE

Date Submitted 3/30/21 Transaction# 00117664-2 Amount 12,789.63

MERS DB ER

Date Submitted 3/30/20 Transaction# 00117664-2 Amount 19,337.00

MERS DC

Date Submitted 3/2/21 Transaction# 92 Amount 16,385.95
Date Submitted 3/4/21 Transaction# 93 Amount 2900.04
Date Submitted 3/11/21 Transaction# 94 Amount 3,373.63 ✓
Date Submitted 3/16/21 Transaction# 95 Amount 16,295.22
Date Submitted 3/30/21 Transaction# 96 Amount 17,143.62

Monthly Check Register - Gross

Date Submitted Amount ~~482,1070.51~~
Clerk's Office Date 4/8/21 \$523,961.63 3-11 MERS 457 245.00
3-17 MERS 457 185.00

4/16/21



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: April 28, 2021
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Kent County Designated Assessor Interlocal Agreement

*****This item must be removed from the table before being considered*****

FACTS:

In late 2018 the state of Michigan legislature passed Public Act 660 of 2018, commonly referred to Property Assessing Reform. In its simplest form, P.A 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units of governments.

One of the most complex provisions within P.A. 660 is the Designated Assessor. With the current State of Michigan Audit of Minimum Assessing Requirements (AMAR) process, the statute provides for an initial AMAR and a corrective action plan to be approved by the State Tax Commission (STC). The statute then provides for a follow up review to be conducted in accordance with the approved action plan. If after that follow up review the local unit remains in non-compliance then the local unit has two options:

- Employ or contract with a new assessor of record at the Advanced or Master Level
- Contract with the Designated Assessor for the County to serve as the assessor of record

Kent County has gone through the RFP process to select a Kent County Designated Assessor. As dictated by the Act, the County must now enter an interlocal agreement with a majority of the local units. Once the agreement is finalized, it is then sent to the STC for final approval. The STC is responsible for determining if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

Attached for your review are:

- Proposed Interlocal Agreement and Designated Assessor Contract
- Property Assessing Reform Informational Document from the State of Michigan Department of Treasury
- Kent County Designated Assessor RFP
- Public Act 660 of 2018

ANALYSIS & CONCLUSIONS:

Through the RFP process, which was done with input from the Kent County Supervisors Association and the Kent County Assessor Association, the County has selected Laurie Spencer (dba NE Michigan Assessing LLC) as the Kent County Designated Assessor. Laurie currently

serves as the Equalization Director in Leelanau County and has over 43 years of assessing administration experience.

The initial term of the contract is 5 years. If the Township were to use the services of the designated assessor, the general cost would be \$30 per parcel, as set by the March Board of Review. Other various cost for services would apply as well and can be found on page 7 of the document.

Though required by PA 660, it is highly unlikely the Township would ever be in a position to need to utilize the Designated Assessor. The Township passed our AMAR in 2020 with no corrective action necessary, and will not be scheduled to be reviewed again for 5 years.

FINANCIAL CONSIDERATIONS:

There is no cost associated with the Township approving the Interlocal Agreement and Designated Assessor Contract. Should the Township be in a position to need the services, the cost to the Township would be \$30 per parcel. The Township has 9499 parcels for FY2021 (pre Board of Review).

RECOMMENDED ACTION:

To approve the Interlocal Agreement and Designated Assessor Contract with Kent County.

Interlocal Agreement and Designated Assessor Contract

KENT COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR

This Interlocal Agreement, by and between the County of Kent, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and Ada Township, Algoma Township, Alpine Township, Bowne Township, Byron Township, Caledonia Charter Township, Cannon Township, Cascade Charter Township, Courtland Township, Gaines Charter Township, Grand Rapids Charter Township, Grattan Township, Lowell Charter Township, Nelson Township, Oakfield Township, Plainfield Charter Township, Solon Township, Sparta Township, Spencer Township, Tyrone Township, Vergennes Township, City of Cedar Springs, City of East Grand Rapids, City of Grand Rapids, City of Grandville, City of Kentwood, City of Lowell, City of Rockford, City of Walker, City of Wyoming, each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, the County and above political subdivisions of the State of Michigan, pursuant to MCL 211.10g(4), intend this Agreement to establish a Designated Assessor; and

WHEREAS, every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020 ("Designated Assessor"); and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Name of the County and proposed Designated Assessor:

This Interlocal Agreement involves the County of Kent, Michigan and all of its local governmental assessing districts. The Kent County Board of Commissioners appoints Laurie Spencer dba NE Michigan Assessing LLC to serve as the Designated Assessor for Kent County.

2. Identification of all the Assessing Districts within the County:

Ada Township, Algoma Township, Alpine Township, Bowne Township, Byron Township, Caledonia Charter Township, Cannon Township, Cascade Charter Township, Courtland Township, Gaines Charter Township, Grand Rapids Charter Township, Grattan Township, Lowell Charter Township, Nelson Township, Oakfield Township, Plainfield Charter Township, Solon Township, Sparta Township, Spencer Township, Tyrone Township, Vergennes Township, City of Cedar Springs, City of East Grand Rapids, City of Grand Rapids, City of Grandville, City of Kentwood, City of Lowell, City of Rockford, City of Walker, City of Wyoming constitute the complete roster of assessing districts within the geographic and political boundaries of Kent County.

3. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each Assessing District:

(A.) Real Property SEV, as of 2020 March BOR:

Real Property Class	# Parcels	2020 SEV
Agricultural	2,700	408,240,000
Commercial	11,955	6,467,804,433
Industrial	2,733	1,530,251,000
Residential	204,212	21,861,286,615
Total Real Property	221,600	30,267,582,048

(B.) Personal Property, as of 2020 March BOR:

Personal Property Class	# Parcels	2020 SEV
Agricultural Personal	-	
Commercial Personal	18,744	871,999,600
Industrial Personal	1,191	235,665,400
Utility Personal	256	533,814,841
Total Personal Property	20,191	1,641,479,841

(C.) Equivalent State Equalized Value of Special Acts as of 2020 March BOR:

- Industrial Facilities Exemption (Act 198 of 1974) -- \$405,878,200; 599 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005) -- \$1,476,300; 1 Parcel
- Commercial Redevelopment Act Roll (PA 255 of 1978) -- \$1,415,600; 2 Parcels
- DNR-PILT Rolls -- \$13,529,900; 103 Parcels

4. List of any unique, complex or high value properties within the County:

- PR Woodland LTD Partnership-Woodland Mall-Kentwood City-3195 28th St SE
- Amway Corporation-Manufacturing-Ada Township-7575 Fulton St E
- Rivertown Crossings-Rivertown Mall-Grandville City-3700 Rivertown Pkwy SW
- Amway Hotel Corporation-Amway Grand Plaza Hotel-Grand Rapids City-225 Pearl St NW
- Holland Home-Assisted Living Center-Kentwood City-2500 Breton Woods Dr SE
- Centerpoint Owner LLC-Centerpoint Mall-Grand Rapids City-3665 28th St SE
- HP3 LLC-JW Marriott Hotel-Grand Rapids City-235 Louis St NW
- Tanger Grand Rapids LLC-Tanger Outlet Mall-Byron Township-350 84th St SW
- DOF V Ramblewood LLC-Ramblewood Apartments-Wyoming City-2557 44th St SW
- MI GR LLC-Switch Data Center-Gaines Township-4200 60th St SE

5. Length of the agreement:

Term of Designation. If approved by the State Tax Commission, the Kent County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Section 6, below.

Once an Assessing District is under contract with the County for Designated Assessor services, the Designated Assessor will remain in place for a minimum of five (5) years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three (3) years.

6. Revocation of Designation by State Tax Commission:

The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

- (i) if the County Designated Assessor dies or becomes incapacitated; or
- (ii) if it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a) and approved by the State Tax Commission.

7. Agreement effective date:

January 1, 2021.

8. Place of performance of duties:

Performance of duties shall be conducted at the local offices of the Assessing District or a at a location mutually agreed to by the Assessing District and the Designated Assessor.

B. Qualifications of Proposed Designated Assessor:

1. Current assessor certification level and number:

Michigan Master/Advanced Assessing Officer R-4110

2. Identification of current employment status and specific assessing or equalization Responsibilities:

The herein named Designated Assessor, Laurie Spencer dba NE Michigan Assessing LLC is currently employed as Leelanau Equalization Director. In her role as Director, she oversees staff performing appraisals on commercial, industrial, and agricultural properties. She assists with various questions from Leelanau County Assessors and from Leelanau County Equalization Department's employees. She is also currently the assessor of record for Presque Isle Township, Presque Isle County.

3. Description of prior local unit assessing experience of the proposed Designated Assessor:

Laurie Spencer has 43 years of assessing administration experience, working as the Equalization Director in Presque Isle County, Grand Travers County and currently at Leelanau County. She has been the assessor of record for Hillman Township in Montmorency County, Wilson Township in Alpena County, East Bay Charter Township in Grand Travers County and currently Presque Isle Township in Presque Isle County. She is also an instructor in the assessing and equalization profession, sharing her wealth of knowledge.

4. Conflict of interest disclosures:

None.

C. Scope of Services Provided by the Kent County Board of Commissioners upon default or surrender of an Assessing District to the Designated Assessor:

1. General Agreement:

Upon default or surrender of an Assessing Districts property assessment program to Kent County's Designated Assessor, the Designated Assessor agrees to provide a property assessment administration program for the Assessing Districts. The program will be administered by the herein named Designated Assessor, who will list, approve and maintain a complete set of records

of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements and exempt properties within the corporate limits of the local unit.

- a. **Scope of service** – To correct all deficiencies found in the State Tax Commission audit. To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. To process accurately all assessable personal property that is in the Assessing District. To use the methods prescribed by the Michigan State Tax Commission, in the Audit of Minimum Assessing Requirements (AMAR). Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Kent County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
- b. **Qualified staff** - All Designated Assessor employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property appraisal techniques. The assessment roll will be certified by the Designated Assessor.
- c. **Equipment and supplies** – The Assessing District will provide all equipment, software, software licenses, remote access capabilities and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- d. **Maps and records** - The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to the Designated Assessor. The Designated Assessor will work with Kent County, which has implemented a GIS system in which mapping data are maintained for all parcels in Kent County, and the Assessing Districts mapping systems.
- e. **Appraisal manuals/schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- f. **Record cards** – The master file shall be the property of the Assessing District. The Designated Assessor will maintain the master file at the Assessing District offices with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located at the Assessing District offices.
- g. **Conduct of operations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, the Designated Assessor shall endeavor to promote understanding and amicable relations with all members of the public. The Designated Assessor will

maintain specified office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Assessing District and Kent County information protocols and standards.

- h. Property owner notification and official statements** – It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- i. Assessment roll** – The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- j. Board of review** – The Designated Assessor will advise and assist the Assessing District’s Board of Review in preparing for, conducting and implementing any changes resulting from the required meeting of the Board.
- k. Appeals** - The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by the Designated Assessor in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- l. Geographical information systems** – The Designated Assessor and the Assessing District shall utilize Kent County’s geographical information system in conjunction with the local unit geographic information system of record in implementing this Agreement.
- m. Special Assessments** - Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour. This fee will be subject to 5% per year increases through the life of this contract.

- n. **Responsibilities of the Designated Assessor while not acting as an assessor of record of an Assessing District under this contract**-The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.
- o. **Requirement to remain certified and in good standing** -The Designated Assessor is required to remain certified at the Master Assessing Officer level by the State Tax Commission and in good-standing.

D. Cost and Compensation for Designated Assessor :

1. Payment for Services Provided:

- a. **General tax roll maintenance services**- Except as otherwise provided, payment by an Assessing District for Designated Assessor services provided under this agreement shall be set at \$30.00 per parcel for 2021 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels. In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60.00 per parcel. The monthly invoices from the Designated Assessor will be processed and paid by the Assessing District in accordance with standard Assessing District procedures.
- b. **Retainer**- There will be no retainer for Designated Assessor Services to Kent County Assessing Districts. Charges will only be incurred once an Assessing District turns over Assessment Administration duties to the Designated Assessor.

2. Designated Assessor expenses:

The Designated Assessor will additionally be reimbursed on a monthly basis for the reimbursable expenses related to Designated Assessor Services in a not-to-exceed annual amount of \$10,000.00. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

3. Independent contractor:

At all times and for all purposes under this Agreement, the relationship of the Designated Assessor to the Assessing District shall be that of an independent contractor. All employees of the Designated Assessor who perform services under this Agreement, shall be and remain employees of the Designated Assessor, subject to the discipline, supervision, direction, policies and control of Designated Assessor.

4. Indemnification and hold harmless:

Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

5. Insurance:

If the services of the Designated Assessor are required by an Assessing District the Assessing District will acquire general commercial and professional liability insurance for the Designated Assessor with comprehensive general policy limits of not less than \$1,000,000.

The Designated Assessor is required to maintain motor vehicle liability coverage, including Michigan no-fault coverage, for \$1,000,000 per occurrence combined single limit for bodily injury and property damage for all owned, non-owned and hired vehicles.

6. Term of agreement:

This cost and compensation agreement between the Assessing District and the Designated Assessor for Designated Assessor Services shall be determined by the date the Assessing District's Assessment Administration Services are assumed by the Designated Assessor. This Agreement shall continue in effect for five (5) years from the effective date of this agreement, subject to any conditions identified in Section A.5. Unless earlier times are agreed to by the State Tax Commission and the Designated Assessor, an Assessing District that is under contract with a Designated Assessor under this subsection may petition the State Tax Commission no sooner than three (3) years after commencement of the contract to end its contract with the Designated Assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than five (5) years after commencement of the contract. The State Tax Commission shall approve termination of a contract under this subdivision if it determines that the Assessing District can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record. It may be renewed thereafter for one (1) additional three (3) year term, by mutual written agreement of the parties, entered into not later than February 1, of the fifth year.

7. Miscellaneous:

- a. **Section headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b. **Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- c. **Entire agreement and amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have

been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

- d. **Successors and assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e. **Terms and conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f. **Execution of counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g. **No Third Party or Release of Immunity.** This Agreement does not create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.
- h. **Digital and Facsimile Signatures.** This Agreement may be signed digitally or by use of a facsimile signature, and the use of such signature forms will be as valid as if signed in ink.

Signature of the Designated Assessor, the County Board of Commissioners, Township Supervisors and City Mayors within Kent County

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

DESIGNATED ASSESSOR

NE Michigan Assessing, LLC
Designated Assessor

Date

COUNTY OF KENT

Mandy Bolter, Chairperson
County Board of Commissioners

Date

Lisa Posthumus Lyons, County Clerk/Register

Date

ADA TOWNSHIP

Supervisor

Date

Printed Name

ALGOMA TOWNSHIP

Supervisor

Date

Printed Name

ALPINE TOWNSHIP

Supervisor

Date

Printed Name

BOWNE TOWNSHIP

Supervisor

Date

Printed Name

BYRON TOWNSHIP

Supervisor

Date

Printed Name

CALEDONIA CHARTER TOWNSHIP

Supervisor

Date

Printed Name

CANNON TOWNSHIP

Supervisor

Date

Printed Name

CASCADE CHARTER TOWNSHIP

Supervisor

Date

Printed Name

COURTLAND TOWNSHIP

Supervisor

Date

Printed Name

GAINES CHARTER TOWNSHIP

Supervisor

Date

Printed Name

GRAND RAPIDS CHARTER TOWNSHIP

Supervisor

Date

Printed Name

GRATTAN TOWNSHIP

Supervisor

Date

Printed Name

LOWELL CHARTER TOWNSHIP

Supervisor

Date

Printed Name

NELSON TOWNSHIP

Supervisor

Date

Printed Name

OAKFIELD TOWNSHIP

Supervisor

Date

Printed Name

PLAINFIELD CHARTER TOWNSHIP

Supervisor

Date

Printed Name

SOLON TOWNSHIP

Supervisor

Date

Printed Name

SPARTA TOWNSHIP

Supervisor

Date

Printed Name

SPENCER TOWNSHIP

Supervisor

Date

Printed Name

TYRONE TOWNSHIP

Supervisor

Date

Printed Name

VERGENNES TOWNSHIP

Supervisor

Date

Printed Name

CITY OF CEDAR SPRINGS

Mayor

Date

Printed Name

CITY OF EAST GRAND RAPIDS

Mayor

Date

Printed Name

CITY OF GRAND RAPIDS

Mayor

Date

Printed Name

CITY OF GRANDVILLE

Mayor

Date

Printed Name

CITY OF KENTWOOD

Mayor

Date

Printed Name

CITY OF LOWELL

Mayor

Date

Printed Name

CITY OF ROCKFORD

Mayor

Date

Printed Name

CITY OF WALKER

Mayor

Date

Printed Name

CITY OF WYOMING

Mayor

Date

Printed Name



What is Property Assessing Reform?

The Michigan Department of Treasury is pleased to present the first in a series of information materials to assist assessors and local units in understanding the changes enacted in P.A. 660 of 2018, commonly referred to as Property Assessing Reform.

The purpose of this document is to provide a high level overview of P.A. 660 of 2018. In its simplest form, P.A. 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

What do local units and Assessors need to know now?

1. The majority of the provisions in the Act do not go into place until 2022.
2. Local units can begin to prepare now by ensuring they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. This topic will be addressed in more detail in a future presentation.
3. The Designated Assessor provision does not mandate that all assessors be an Advanced or Master Level and it does not mandate Countywide Assessing. More information on the Designated Assessor will be provided in a future presentation.
4. The provision to allow Boards of Review to combine went into effect with the 2019 year. The Cities or Townships that want to combine their Boards of Review must be contiguous and must still meet the statutory provisions regarding size, composition and manner of appointment of the Board of Review.
5. The State Tax Commission will be working to develop rules, guidelines and issue Bulletins to address provisions in the Act.
6. Updates on Property Assessing Reform will be published on the State Tax Commission's website at www.michigan.gov/statetaxcommission and a dedicated email address has also been established for questions regarding Property Assessing reform. Questions on Property Assessing Reform can be emailed to AssessingReformQuestions@michigan.gov.



Property Assessing Reform: Designated Assessor

One of the most complex provisions within P.A. 660 is the Designated Assessor. This document will provide a high level overview of the Designated Assessor requirement and what it is and isn't.

What is the Designated Assessor? The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Who are the Designated Assessors? The statute provides the process for determining who the Designated Assessors will be. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over assessor for local units. While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

The Act contains a number of specific detailed provisions regarding the Designated Assessor including how long they serve, what happens in the case of a Designated Assessor that can no longer serve and appeal processes for local units regarding substantial compliance. Those provisions will be discussed in much more detail in future publications and in STC Bulletins, Guidelines and Rules.



Property Assessing Reform Scenarios

In order to help assessors and local units better understand Property Assessing Reform, we have put together several scenarios that represent various situations that occur within your local unit our County. These scenarios are representative of situations under PA 660 and do not represent all possible outcomes. Specific questions can be directed to the Property Assessing Reform email at AssessingReformQuestions@michigan.gov.

Scenario 1

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

Scenario 2

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies that extends beyond one year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2025, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

Scenario 3

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.

- Within 30 days after receiving a notice of noncompliance, the assessing district files a written petition with the STC challenging the determination.
- The STC arbitrates the dispute based on documented facts.
- The STC finds that the assessing district is substantial compliance. No corrective action plan or follow-up is required.

Scenario 4

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 30 days after receiving a notice of noncompliance, the assessing district files a written petition with the STC challenging the determination.
- The STC arbitrates the dispute based on documented facts.
- The STC finds that the assessing district is not in substantial compliance.
- The assessing district files a corrective action plan within 60 days of the notice of the results of arbitration from the STC.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

Scenario 5

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- Within 60 days, the assessing district elects to contract with the designated assessor for the county to serve as the district's assessor of record.
- SEE DESIGNATED ASSESSOR SCENARIO.

Scenario 6

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.

- No earlier than May 1st and no later than September 1st of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- Within 60 days, the assessing district amends the corrective action plan to provide that the assessing district will employ or contract with a new assessor of record, who is an advanced assessing officer or a master assessing officer.
- Within 60 days of filing the amended corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2025, the STC conducts a second follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

Scenario 7

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- The STC immediately requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

Scenario 8

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1st and no later than September 1st of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- Within 60 days, the assessing district amends the corrective action plan to provide that the assessing district will employ or contract with a new assessor of record, who is an advanced assessing officer or a master assessing officer.
- Within 60 days of filing the amended corrective action plan, the STC approves the plan for correcting deficiencies.

- No earlier than May 1st and no later than September 1st of 2025, the STC conducts a second follow-up review with the assessing district.
- The second follow-up review results in a notice of noncompliance. The STC requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

Scenario 9

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- The assessing district fails to file an acceptable corrective action plan with the STC within 180 days following the notice of noncompliance.
- The STC immediately requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

Scenario 10

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- The assessing unit fails to make a good-faith effort to implement the corrective action plan within 240 days of the notice of noncompliance.
- This failure is likely to result in assumption of the assessing district's assessment roll.
- The STC immediately requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

DESIGNATED ASSESSOR SCENARIO

- The STC requires the assessing district, or the local unit elects to, contract with the designated assessor.
- The designated assessor is contracted to be the assessor of record for the assessing district.
- Unless earlier times are agreed to by the STC, the designated assessor or the assessing district may petition the STC to end its contract with the designated assessor no sooner than three years after commencement of the contract.
- No sooner than five years after the commencement of the contract, the designated assessor, or the assessing district may terminate the contract, subject to STC approval.
- The STC shall approve termination of a contract if it determines that the assessing district can achieve and maintain substantial compliance using a different assessor of record.



How are Villages Affected by Property Assessing Reform?

P.A. 660 made the following change to the way Villages are assessed. MCL 211.10d was modified to reflect the following:

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts.

Specifically this change indicates that a Village that is located in more than one assessing district may request the STC to approve that the assessing for the Village be combined with the assessing of property in one of the local units, thereby eliminating the need for the Village to be assessed in two or more different local units and potentially by two or more different assessors.

Does this require Villages to hire their own assessor? No. This change is only for those Villages with property in more than one assessing district and only if the Village wants to make a change. It does not affect a Village with property located solely within one assessing district and again this is not a mandated change.

Can a village located in more than one County take advantage of this? Yes. Please contact the STC for more information on filling out Form 5689 and what documentation must be submitted.

Villages who are interested in making this change must fill out Form 5689 and submit that to the State Tax Commission for their approval. This application must be filled out in its entirety and must include a resolution approved by the receiving assessing district and the village approving the assessment of the village property in one of the assessing districts. The resolution must state the name of the assessing district that will assume responsibility for the assessment of all of the Village property.

Questions can be submitted to the Assessing Reform Email at AssessingReformQuestions@michigan.gov.



What Can Local Units Do to Prepare for Assessing Reform?

As has been discussed in other Topics, P.A. 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

These statutory changes make it even more important that local unit officials take a proactive role in assessment administration and work with their assessor to ensure proper assessing. The local unit board or council is responsible for making certain the local unit's assessing is meeting state requirements.

Local units can begin to prepare now by ensuring they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. The AMAR form is available on the State Tax Commission website (www.michigan.gov/statetaxcommission) under the AMAR tab and provides links to the statutory or STC requirements.

Officials should not wait until they're faced with the audit of their assessing practices to start thinking about assessing and property taxes. Making an effort today will not just give your local unit a better chance of passing the AMAR with flying colors.

Officials must first make sure that their local unit employs an assessor who is certified at the proper level for their unit. Assessors must be certified through the STC and can achieve three levels: Michigan Certified Assessing Officer, Michigan Advanced Assessing Officer and Michigan Master Assessing Officer. The STC requires local units to have assessors at a certain level, based on the state equalized value of their property tax roll. Specific information regarding those levels is available on the STC website.

Some assessors work for multiple local units. While this is a common practice, especially in rural areas, Townships and Cities should monitor how many units their assessors are assessing. Even if they are within the state's limits for units they can assess, Townships and Cities need to ensure you are receiving the highest quality work from your assessor. Quality, thorough work must be the priority in hiring an assessor, not the price.

Once the assessor is employed, make sure they have all of the tools and funding necessary. A local unit must budget for resources to meet all state requirements, as well as a salary high enough to keep a quality assessor.

As the employer, local units should set annual benchmarks with their assessors and make sure they're being met. Officials should ask questions, such as whether the assessor

visited 20% of the local unit's properties this year or if the assessment roll was certified on time. One way to do this is setting aside time at meetings regularly to get reports from the assessor. Townships and Cities should review with their assessor the Supervising Preparation of the Rolls document (found on the STC website) to ensure the requirements are being met. They should also review the AMAR document prior to the audit to ensure all requirements are being met.

If your local unit's elected officials are unfamiliar with the assessing process, invite your assessor to give a presentation at a meeting, which will help gain insights that are valuable to their work for the local unit.

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Combining Boards of Review

As has been discussed in other Topics, P.A. 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also made changes to the way Boards of Review operate including requiring training and allows for Boards of Review to be combined across contiguous local units:

The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection. (MCL 211.28(6))

In order for Boards to combine and act as a single Board of Review, several conditions must be met. First, the local units must be contiguous. Contiguous is defined as local units that touch or abut each other, this can be on the side, top, bottom or corner. Can three local units be “chained” and act as a single Board of Review? Yes, in this situation you may have three local units in this configuration:



The City Council or Township Board of each local unit must agree and take formal action to approve to combine their Boards of Review. As long as all local units involved agree and take formal action to approve, the units can combine to operate as a single Board of Review.

In our three local unit example above, this would require the appointment of a single Board of Review made up of three members. Using the provisions of MCL 211.28(1) to (5) as a guide, at least 2/3 of the members must be taxpayers of local units A, B and/or C. The following three examples are used to demonstrate some, but not all, of the possible scenarios for a single Board of Review:

- Example 1: Combined Board of Review has one member from Township A, one member from City B and one member from Township C
- Example 2: Combined Board of Review has two members from Township A and one member from City B
- Example 3: Combined Board of Review has one member from City B, one member from Township C and one member that is not a taxpayer of any of the combined local units

The combined Board of Review must also follow these requirements:

- Members appointed to the Combined Board of Review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year.
- A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy.
- At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the Combined Board of Review.
- If 3, 6, or 9 electors are appointed, the membership of the Combined Board of Review must be divided into Board of Review committees consisting of 3 members each.
- Not more than 2 alternate members may be appointed for the same term as regular members of the Combined Board of Review.

Interlocal Agreement and Designated Assessor Contract Checklist

This Interlocal Agreement and Designated Assessor Contract Checklist is provided to serve as a guide to assist counties in complying with the requirements found in the General Property Tax Act of 1893, as amended by Public Act 660 of 2018, and State Tax Commission guidance. The items below are illustrative of the information the State Commission will review and consider in approving a Designated Assessor. These items should not be considered an exhaustive list.

Background Information

- Name of the county and proposed Designated Assessor
- Identification of all the assessing districts within the county
- Current SEV County totals by class, including special act values
- Total number of parcels, by classification, including special act rolls, within each local unit
- List of any unique, complex or high value properties within the County
- Length of the agreement
- Agreement effective date
- Place of performance of duties
- Signature of the Designated Assessor, the majority of County Board of Commissioners, and a majority of Township Supervisor or City Manager within the county

Qualifications of Proposed Designated Assessor

- Current assessor certification level and number
- Identification of current employment status and specific assessing or equalization responsibilities
- Description of prior local unit assessing experience of the proposed Designated Assessor
- Conflict of interest disclosures

Scope of Services Provided by Designated Assessor

- Preparation of assessment rolls – satisfaction of Supervising Preparation of Assessment Roll
- Plan to correct deficiencies found in audit - timeline for delivery of documents and execution of forms
- Attendance at Boards of Review meetings
- Duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, appeals filed with the Michigan Tax Tribunal
- Reporting requirements and responsibility to meet with local unit officials
- Any and all obligations of local unit assessing staff members
- Responsibilities of Designated Assessor during the period in which they are not acting as an assessor of record for an assessing district within the county
- Requirement to remain certified and in good-standing
- Non-exclusivity of assessing services, if applicable

Duties and Responsibilities for Local Unit Contracting with Designated Assessor

- Providing the Designated Assessor with reasonable access to records, documents, databases and information
- Advise Designated Assessor of any applicable policies and procedures including technology, equipment, facility, etc.

Cost and Compensation for Designated Assessor

- Payment terms and fee structure (i.e., payor, timeline for payment or payments, reimbursement terms if the county pays the retainer upfront, hourly rate, dollar/parcel, amount/assessed value)
- Payment responsibility (i.e., county or assessing district) for when Designated Assessor acting as assessor of record
- Retainer or base rate information, if applicable
- Payment in the event of death or disability of the proposed Designated Assessor
- Cost reimbursement for when the Designated Assessor is acting as assessor of record
- Identification of payment of certain costs including appraisal, expert witness or attorney fees related to MTT appeals, and employing additional assessing staff to bring assessing unit into compliance

Act No. 660
Public Acts of 2018
Approved by the Governor
December 28, 2018
Filed with the Secretary of State
December 28, 2018
EFFECTIVE DATE: December 28, 2018

**STATE OF MICHIGAN
99TH LEGISLATURE
REGULAR SESSION OF 2018**

Introduced by Rep. Lower

ENROLLED HOUSE BILL No. 6049

AN ACT to amend 1893 PA 206, entitled "An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts," by amending sections 10d, 10e, and 28 (MCL 211.10d, 211.10e, and 211.28), section 10d as amended by 1984 PA 19, section 10e as added by 1986 PA 223, and section 28 as amended by 2006 PA 143, and by adding section 10g.

The People of the State of Michigan enact:

Sec. 10d. (1) The annual assessment of property shall be made by an assessor who has been certified as qualified by the state tax commission as having successfully completed training in a school of assessment practices or by the passage of a test approved by the state tax commission and conducted by the state tax commission or an agency approved by the state tax commission that will enable the individual to properly discharge the functions of the office. The school shall be established by an approved educational institution in conjunction with the state tax commission and be supervised by the state tax commission and its agents and employees. The state tax commission may determine that a director of a county tax or equalization department or an assessor who has not received the training possesses the necessary qualifications for performing the functions of the office by the passage of an approved examination.

(313)

(2) The state tax commission may also grant a conditional 6-month certification to a newly elected assessing officer or an assessing officer appointed to fill an unexpired term if all of the following criteria are met:

(a) The newly elected or appointed assessing officer applies for certification and pays the required filing fee.

(b) The governing body of the assessing district requests the state tax commission to conditionally certify the newly elected or appointed assessing officer.

(c) The newly elected or appointed assessing officer or the governing body of the assessing district submits a statement outlining the course of training he or she plans to pursue.

(d) The period of time for which the conditional certification is requested does not exceed 6 months after the date that he or she assumes office.

(3) Conditional certification under subsection (2) shall not be granted for any assessing district more than once in 4 years.

(4) Conditional certification under subsection (2) shall only be granted to a newly elected or appointed assessing officer in an assessing district that does not exceed a total state equalized valuation of \$125,000,000.00.

(5) Upon presentation of evidence of the successful completion of the qualifications, the assessor shall be certified as qualified by the state tax commission.

(6) An assessing district that does not have an assessor qualified by certification of the state tax commission may employ an assessor so qualified. If an assessing district does not have an assessor qualified by certification of the state tax commission, and has not employed a certified assessor, the assessment shall be made by the county tax or equalization department or the state tax commission and the cost of preparing the rolls shall be charged to the assessing district.

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts. A certificate attached to an assessment roll pursuant to this subsection shall be in the form prescribed by the state tax commission. If after completing the assessment roll the certified assessor for the assessing district dies or otherwise becomes incapable of certifying the assessment roll, the director of the county tax or equalization department or the state tax commission shall certify the completed assessment roll at no cost to the assessing district.

(8) The assessing district shall assume the cost of training, if a certification is awarded, to the extent of course fees and recognized travel expenditures.

(9) An assessor who certifies an assessment roll over which he or she did not have direct supervision is guilty of a misdemeanor.

(10) The state tax commission shall promulgate rules for the issuance or revocation of certification.

(11) The director of a county tax or equalization department required by section 34 of this act shall be certified by the state tax commission at the level determined to be necessary by the state tax commission before being appointed by the county board of commissioners pursuant to section 34 or before performing or, after March 29, 1985, continuing to perform, the functions of the director of a county tax or equalization department. The state tax commission may grant a conditional extension of 12 months to an individual who is serving as the director of a county tax or equalization department on March 29, 1985 if all of the following conditions are satisfied:

(a) At the time of applying for certification the individual is currently certified at not less than 1 level below the level required by the state tax commission for that county.

(b) The individual applies for certification and pays the required fee.

(c) The county board of commissioners requests the state tax commission to grant the extension.

(d) The individual submits a statement to the state tax commission outlining the course of study he or she intends to pursue to obtain certification.

(12) The state tax commission may grant an additional 6-month extension to the conditional extension described in subsection (11) if the extension is requested by the county board of commissioners and the applicant demonstrates satisfactory progress in the course of study outlined to the state tax commission under subsection (11). In a county in which a vacancy has been created in the position of director of a county tax or equalization department and in which the position was previously filled by an individual certified at the level required by the state tax commission pursuant to this subsection, an individual certified at 1 level below the level required by the state tax commission pursuant to this subsection may serve in the position for 12 months after the vacancy has been created.

Sec. 10e. All assessing officials whose duty it is to assess real or personal property on which real or personal property taxes are levied by any taxing unit of the state shall use only the official assessor's manual or a manual approved by the state tax commission consistent with the official assessor's manual, with their latest supplements, as prepared or approved by the state tax commission as a guide in preparing assessments. Beginning with the tax

assessing year 1978, all assessing officials shall maintain records relevant to the assessments, including appraisal record cards, personal property records, historical assessment data, tax maps, and, through calendar year 2018, land value maps, consistent with standards set forth in the assessor's manual published by the state tax commission.

Sec. 10g. (1) Pursuant to subsection (2), on and after December 31, 2021, the state tax commission shall audit the assessing districts in this state to determine if they do all of the following:

(a) Employ or contract with an assessor of record that oversees and administers an annual assessment of all property liable to taxation in the assessing district, as provided in section 10, in accordance with the constitution and laws of this state. For an assessing district that amends its corrective action plan pursuant to subsection (3)(c), its assessor of record must be an advanced assessing officer or a master assessing officer.

(b) Use a computer-assisted mass appraisal system that is approved by the state tax commission as having sufficient software capabilities to meet the requirements of this act and to store and back up necessary data.

(c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) as follows:

(i) A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

(ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.

(iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.

(iv) Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.

(v) Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.

(d) If a city or township building within the assessing district is in an area with broadband internet access, provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. As used in this subdivision, "area with broadband internet access" means an area determined by the connect Michigan broadband service industry survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.

(e) Include the contact information described in subdivision (c)(i) in notices to taxpayers concerning assessment changes and exemption determinations, including, but not limited to, notices issued under section 24c.

(f) Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the state tax commission.

(g) Comply with section 44(4) with respect to any property tax administration fee collected under section 44.

(h) Have all of the following:

(i) Properly developed and documented land values.

(ii) An assessment database for which not more than 1% of parcels are in override.

(iii) Properly developed and documented economic condition factors.

(iv) An annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements.

(v) A board of review that operates in accordance with this act.

(vi) An adequate process for determining whether to grant or deny exemptions according to statutory requirements.

(vii) An adequate process for meeting the requirements outlined in the state tax commission's publication entitled, "Supervising Preparation of the Assessment Roll", as those requirements existed on October 1, 2018.

(i) Comply with any other requirement that the state tax commission lawfully promulgates under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, in the exercise of its authority under this act that expressly states that it is intended as an additional requirement under this subsection.

(2) The state tax commission shall develop and implement an audit program to determine whether an assessing district is in substantial compliance with the requirements in subsection (1). If, after December 31, 2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract. The state tax commission shall approve termination of a contract under this subdivision if it determines that the assessing district can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record.

(i) Notwithstanding any other provision of this subsection, the state tax commission may immediately require an assessing district to contract with the designated assessor for the county to serve as the district's assessor of record if after the expiration of 90 days following a second notice of noncompliance under subdivision (b) or the issuance of a notice of arbitration results under subdivision (g), whichever is later, the assessing district has not either contracted

with the designated assessor for the county or employed or contracted with a new assessor of record pursuant to subdivision (c) or if both of the following apply:

(i) The assessing district has failed to file an acceptable corrective action plan with the state tax commission under subdivision (a) within 180 days following an initial notice of noncompliance under subdivision (a) or has failed to make a good-faith effort to implement a corrective action plan approved by the state tax commission under subdivision (a) within 240 days following an initial notice of noncompliance under subdivision (a).

(ii) The failure is likely to result in assumption of the assessing district's assessment roll.

(j) A designated assessor may charge an assessing district that is required to contract with the designated assessor under this subsection, and that assessing district shall pay, for the reasonable costs incurred by the designated assessor in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The state tax commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the state tax commission and the ability of the state tax commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges.

(k) A designated assessor is a local assessing unit for purposes of the provisions in section 44 concerning the division and use of any collected property tax administration fees.

(4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:

(a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county's designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district's state equalized value is located.

(b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

(c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.

(d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.

(e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:

(i) If the designated assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.

(iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).

(iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.

(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

Sec. 28. (1) The township board shall appoint those electors of the township who will constitute a board of review for the township. At least 2/3 of the members must be property taxpayers of the township. Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. Each member of the board of review shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the membership of the board of review. A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy. A majority of the board of review constitutes a quorum for the transaction of business, but a lesser number may adjourn and a majority vote of those present will decide all questions. At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.

(2) The township board may appoint 3, 6, or 9 electors of the township, who will constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review must be divided into board of review committees consisting of 3 members each for the purpose of hearing and deciding issues protested pursuant to section 30. Two of the 3 members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees must be held during the same hours of the same day and at the same location.

(3) A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review. Each alternate member must be a property taxpayer of the township. Alternate members shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the alternate membership of the board of review. A member of the township board is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(4) The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city. In the absence of or in place of a charter provision, the governing body of the city, by ordinance, may establish the city board of review in the same manner and for the same purposes as provided by this section for townships.

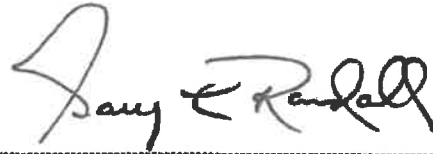
(5) A majority of the entire board of review membership shall indorse the assessment roll as provided in section 30. The duties and responsibilities of the board contained in section 29 shall be carried out by the entire membership of the board of review and a majority of the membership constitutes a quorum for those purposes.

(6) The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in

subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection.

Enacting section 1. It is the intent of the legislature to appropriate sufficient money to address start-up and training costs associated with this amendatory act, including, but not limited to, necessary costs incurred to train board of review members, increase the number of assessors qualified to serve as assessors of record, facilitate initial designated assessor designations, respond to assessor requests for technical assistance, enhance staff and programming within the state tax commission to improve technical support for assessors of record, and transition some assessment services to designated assessors.

This act is ordered to take immediate effect.



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Clerk of the House of Representatives



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Secretary of the Senate

Approved

.....
Governor

Property Assessing Reform Proposal Frequently Asked Questions

General Information:

What is Property Assessing Reform?

In its simplest form Property Assessing Reform, P.A. 660, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

How does the reform benefit taxpayers, local units, and the state?

By ensuring accurate, uniform, and equitable assessments across the state, reform will significantly reduce the unnecessary costs associated with incorrect assessments. When errors occur, taxpayers, local units, and the state are all negatively impacted—*in fact, the state's interest is substantial, as roughly half the property tax on non-PRE property (the 24 school mills), and roughly a third of all property taxes, is essentially a state revenue source.*

Not only do errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements. Further, by reducing faith in the system, errors create a culture of litigation that forces local units to allocate more resources to defending correct assessments. All of these costs are associated with the quality of the initial assessment. As assessment quality increases, these costs to taxpayers, local units, and the state will drop significantly.

The AMAR audits just started—why aren't we giving them time to work?

The AMAR reviews are in the 2nd five year cycle. What those audits have demonstrated is that while certain individual units may face unique challenges with assessing, there are also some systemic deficiencies with our assessing system that need to be addressed. The minimum quality standards are designed to address those systemic deficiencies, which will allow the AMAR audits to work more effectively on addressing challenges faced by individual local units.

Isn't this just county assessing by another name?

No. While participating in county assessing is always an option, local units can continue to do their own assessing or share an assessor of record with another local unit. The only requirement is that every city, township, and county in the state meet certain specified minimum quality standards. The objective is not to move every local unit to county assessing but to ensure accurate, uniform, and equitable assessments across the state that meet statutory and constitutional requirements.

What is an assessing district?

An assessing district is defined in the statute as City, Township, Or Joint Assessing Authority.

Does this force local units to give up their assessing function?

No. With the changes in P.A. 660, there are also consequences if a local unit does not correct assessing deficiencies identified in the AMAR. As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Does the proposal eliminate all MCAO Assessors?

No.

Local assessing works in my community—why are you asking us to change?

To the extent a local unit is currently meeting the minimum quality standards, no change is necessary. If a local unit is not meeting the standards, they have options, they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Designated Assessor

What is a Designated Assessor?

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up

review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Who are the Designated Assessors?

The statute provides the process for determining who the Designated Assessors are. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

So, the County will automatically be the Designated Assessor?

While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

How will locals pay for the Designated Assessor?

The Designated Assessor will serve in place of the local unit's current assessor. It is expected that using the money from that current salary will help offset the costs of the Designated Assessor. Additionally, as previously mentioned, errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements.

Boards of Review:

We heard that Boards of Review are now going to be at the County level and no longer in each local unit?

While the statute provides that Boards of Review can be combined across two or more contiguous local units, it does not mandate that Boards of Review be combined or that Boards of Review are moving to the County.

Is it true that training is now mandated for Boards of Review?

P.A. 660 requires that the STC audit to ensure that local units require their Boards of Review to receive training and updates as approved by the STC.

We can't recruit BOR members now, isn't requiring training going to make things worse?

The evolving complexity of the property tax has increased the expertise needed to understand and apply the law. While local boards provide the primary quality control check on assessments, board members do not have to possess any knowledge of property tax law or assessing practices. This combination of increasingly complex responsibilities and no expertise requirement often results in misapplication of the law, increasing taxpayer and local unit litigation costs and reducing faith in the system.

The STC will be working with our partner organizations, specifically Michigan Townships Association to ensure easy access to Board of Review training and we will also provide an online option.

Miscellaneous:

I heard that now Villages have to get their own assessor's is that true?

No. P.A. 660 did make a change to the way Villages are assessed but only in very specific circumstances and if the Village wants to make a change. Specifically the Act indicates that a Village that is located in more than one assessing district, may request the STC to approve that the assessing for the Village be combined with the assessing of property in 1 of the local units, thereby eliminating the need for the Village to be assessed in two different local units and potentially by two different assessors.

When does this all go into effect?

While the majority of the reforms do not go into place until 2022, local units can prepare now and put in place processes and procedures to ensure they are meeting the requirements once they "go live" in 2022.

So what is going to be happening over the next few years until this goes into effect?

There will be a lot going on at both the State and local levels to prepare for the 2022 implementation. First, the Department of Treasury has implemented a website dedicated to assessing reform. This website will be updated with things local units need to know, required forms and key dates. Second, the Department also has a dedicated email address for anyone who has questions regarding the reform. Finally, we are working with our partner organizations on information sessions and training opportunities.

What should local units be doing to prepare?

The most important thing that local units can do now to prepare is to ensure they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. Local units should talk to their assessors to ensure they are following the AMAR minimum requirements. Local units can find more information on the AMAR on the STC website under the AMAR tab. This link provides information on

each of the AMAR requirements and the statutory authority or STC policy associated with each requirement.

What is the STC going to be doing?

The STC will be working on issuing guidelines, updating their rules and providing formation on the various components of the reform. This includes development of the audit program, implementation of Board of Review training programs, as well as defining key terms such as substantial compliance.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 8 of 2020
June 9, 2020
Audit Process and Designated Assessor

TO: Assessors and Equalization Directors
FROM: State Tax Commission
SUBJECT: Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

Audit Process Overview

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),

2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

What is the Designated Assessor?

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

Who may be the Designated Assessor?

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

Notification of Selected Designated Assessor

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

Designated Assessor Term

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can *achieve and maintain* substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

Designated Assessor Costs

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

Audit Preparation

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website (www.michigan.gov/statetaxcommission).



**FISCAL SERVICES DEPARTMENT
PURCHASING DIVISION**

*Kent County Administration Building, 300 Monroe Avenue N.W., Grand Rapids, Michigan 49503-2289
Phone: (616) 632-7720 • Fax: (616) 632-7715 • Email: purchasing@kentcountymi.gov*

SOLICITATION

Requesting Agencies	Kent County
Solicitation Type	Request for Proposal (RFP)
Solicitation Number	4164
Description	Kent County Designated Assessor
Date of Issuance	11/6/2020
Inquiries Deadline Date & Time (local)	11/23/2020
Due Date & Time (local)	12/4/2020, 2 PM
Buyer Name	Underhill
Purchasing Website	www.accesskent.com/purchasing

INTRODUCTION

As required by Michigan Compiled Laws beginning December 31, 2020, every County shall have a Designated Assessor on file with the State Tax Commission. On behalf of its 21 townships and 9 cities, Kent County is seeking a qualified individual to serve as the County Designated Assessor, which will be designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County. The individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

The scope of work is defined in the interlocal agreement attached as Exhibit A.

COVID-19

All persons providing goods and/or services to Kent County shall comply with all applicable local, State and Federal laws, rules, and regulations specifically including, but not limited to, lawful Emergency Orders.

The Kent County Standard Submission Terms posted on the Bid Opportunities page of the Kent County Purchasing Division website are incorporated by reference into the solicitation.

REQUEST FOR PROPOSAL SUBMISSION

Complete submissions must be received in the Kent County Purchasing Division no later than the due date/time specified by the designated clock (local time). Late, faxed, or emailed responses will NOT be considered.

The health and safety of the community is a top priority; therefore, Kent County Purchasing Division is shifting all Solicitations to electronic response only until further notice. Responses may be submitted electronically by selecting the "Submit Online" icon on the Bid Opportunities page of the Kent County Purchasing Division's website. Respondent must include a complete proposal as one (1) non-password protected PDF document, unless otherwise designated by Kent County.

The time required to upload a submission may vary. Respondent assumes all risks associated with electronic submission (including all possible technical issues) and deems the County and its service provider harmless and without fault regardless the reason. Successful electronic submissions are confirmed via Respondent's email. Respondent shall view the link in the confirmation email to determine accuracy prior to due date/time.

Submissions must be in the format outlined below:

- Contact information, including but not limited to applicant's name, address, phone number(s), e-mail address, STC Certification Number, STC Certification Level.
- The proposed location where the primary duties associated with being the assessor of record for an assessing district will be performed. (i.e., administrative offices of the assessing district, designated assessor's office or other location).
- A resume, curriculum vitae, or other documents providing the applicants current employment status as well as additional and specific details regarding the applicants current assessing or equalization responsibilities and local unit assessing experience that Kent County should take into consideration when selecting the best candidate to be submitted for approval as its Designated Assessor.
- Disclosure of any conflicts of interest involving the applicant, the County, or any assessing district, if applicable.
- A proposed description of property tax appeal responsibilities for small claims and entire tribunal appeals the Designated Assessor would have when acting as an assessor of record for an assessing district.
- Proposed schedule of fees, including but not limited to payment terms and payment responsibility while serving as the assessor of record for an assessing district by virtue of being the Designated Assessor for Kent County.
- Proposed schedule of fees, including but not limited to payment terms and payment responsibility for an assessing district while serving as the Designated Assessor for Kent County but not serving as the assessor of record for that assessing district by virtue of being the Designated Assessor for Kent County.
- If a fee from the previous paragraph is proposed, describe any proposed responsibilities, if any that may be associated with the fee and that may subsequently be incorporated into the final agreement.

Kent County is not liable for cost incurred prior to award. A submission shall constitute an irrevocable offer for a period of sixty (60) days from the due date/time. In the event the notification of award is not made within sixty (60) days from the due date/time, the Respondent may withdraw or provide a written extension of their submission.

Submissions may only be withdrawn by written request if the request is received before the due date/time. Withdrawals subsequent to opening shall be subject to Kent County Fiscal Policy – Centralized Purchasing 5(i)(2).

NO BID

Please provide feedback if you are electing not to participate in this solicitation.

Exhibit A

Interlocal Agreement for Kent County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2025

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter "AGREEMENT") has been executed by the Board of Commissioners for Kent County, a majority of the assessing districts in Kent County, and the individual put forth as the proposed Designated Assessor. Kent County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the "Parties."

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Kent, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq.*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Resolution Approving Brownfield Redevelopment Authority (BRA) Amended By-Laws (Remove from Table)

Meeting Date: April 28, 2021

At the March 24 township board meeting, the board tabled the resolution to get clarification on some items in the BRA by-laws.

A couple of the items they requested clarification on were, in the by-laws when it says "board", whether that is BRA or Township. Also, on the finances and whether, statutorily, the BRA handles all the finances, check writing, financial decisions, etc. or does the township board have the authority to approve financial decisions.

Included is also an email from Supervisor Lesperance with questions/concerns and the responses from Matt Zimmerman, our legal counsel. Matt also reviewed the entire document and provided clarification and/or changes.

The BRA reviewed and adopted the amended by-laws at their April 15 meeting. The Township Board must adopt a resolution approving the by-laws. Both the resolution and the by-laws are included in the packet.

From: [Zimmerman, Matthew D.](#)
To: [Sandra](#)
Cc: [Huff, John M.](#)
Subject: RE: BRA By-Laws Review
Date: Thursday, April 8, 2021 6:52:34 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Sandra: I have made revisions to the By-laws for the BRA. I have also responded to the Supervisor's questions below in red. I will provide you tomorrow the revised version with the original revisions accepted, and the new revisions in red-line. Thanks.



Matthew D. Zimmerman

Partner

Direct [616-336-6536](tel:616-336-6536)

Mobile [616-443-9169](tel:616-443-9169)

Email mdzimmerman@varnumlaw.com



Varnum LLP **M** [616-336-6000](tel:616-336-6000)
333 Bridge Street NW, Suite 1700 **F** [616-336-7000](tel:616-336-7000)
Grand Rapids, Michigan 49504 **W** varnumlaw.com

CONFIDENTIAL

The information contained in this communication is confidential, may be attorney-client privileged, may constitute inside information, and is only for viewing and use of the intended recipients. If you are not an intended recipient, you are hereby notified that any use, disclosure, or copying is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender at 616-336-6000.

From: Sandra <Sandra@cascadetwp.com>
Sent: Thursday, April 1, 2021 11:45 AM
To: Zimmerman, Matthew D. <mdzimmerman@varnumlaw.com>
Cc: Huff, John M. <jmhuff@varnumlaw.com>
Subject: FW: BRA By-Laws Review

Hi Matt,

Please see email below regarding additional comments about the BRA by-laws. These comments came from the township supervisor, who also sits on the BRA board. We have a BRA meeting April 15. My goal is to place the amended by-laws on that agenda.

Please let me know if you have questions. I appreciate your help.

Thank you,

Sandra Korhorn
Cascade Charter Township
DDA/Economic Development Director
Phone: (616) 949-1500
sandra@cascadetwp.com

*WE MOVED. OUR NEW ADDRESS IS:
5920 TAHOE DR. SE, GRAND RAPIDS, MI 49546

From: Grace Lesperance <glesperance@cascadetwp.com>
Sent: Wednesday, March 31, 2021 2:46 PM
To: Ben Swayze <bswayze@cascadetwp.com>
Cc: Sandra <Sandra@cascadetwp.com>
Subject: BRA By-Laws Review

I appreciate the residents who are volunteering their time and energy to serve as members of the BRA and I believe the BRA will be an important resource for the Cascade community. I think greater clarity and precision in the by-laws will be a benefit to them. Here are my initial questions and comments regarding the BRA by-laws:

1.) Article III allows the BRA to amend or repeal by-laws on its own. Is there a statutory mandate that prohibits Township Board final approval for proposed amendment or repeal? **Section 7 of the Act authorizes the Brownfield Authority to “[a]dopt, amend, and repeal bylaws.” There is no express authorization for the governing body to adopt bylaws. But then again there is no prohibition for the Township Board to make requests for items to be incorporated into the bylaws.** .If not, it is difficult to identify any organizational advantage or institutional safeguard accruing to the Township (and potentially the BRA itself) in this provision. **Section 4 of the Act authorizes the governing body (the Township Board here) to “create and provide for the operation of an authority.” Thus if the resolution creating the Brownfield Authority contains operational components (for example, to establish a local brownfield revolving fund), then the Brownfield Authority would incorporate or implement those operational components into the bylaws.**

2.) Article III, Section 3 states that the BRA can incur costs and expend funds from the local site remediation fund for authorized purposes and as approved by Cascade Charter Township. Cascade Charter Township staff? A Cascade Charter Township committee? Presumably Cascade Charter Township Board of Trustees was intended but clarity is imperative. **A municipality only legally or officially acts through its governing board (the Township Board here).** Thus the reference to the Township here means the Township Board. **But we have clarified this in our revisions.**

3.) Article 5, Section 1 states officers shall first be elected and subsequently appointed. Appointed by whom? And why? The rationale and desirability for appointment versus election is unclear and certainly debatable. I believe election is preferable. **Section 5(3) of the Act requires the members of the Authority Board to “elect 1 of their membership as chairperson and another as vice-chairperson. The members may designate or elect other officers of the Board as they consider necessary.” I think election is the typical approach, and have revised the bylaws accordingly.**

4.) Article 5, Section 5 states that the agenda will be created by the Director. Although the intent may simply be to assign responsibility for the assembling and processing of the physical agenda document **(that was the intent)**, the BRA is not a creature of staff. This section should be changed to expressly note the Chairperson and BRA board member's ability to collaboratively develop meeting agendas including,

but not limited to, designating identifying and placing on the agenda items for action, discussion and informational purposes. Incidentally, the proposed language is demeaning to residents volunteering their time and energy to serve on the BRA. **If there is going to be a Director, establishing the agenda would be a normal part of that job. There would typically be an opportunity for any member to request that the agenda be modified or amended, and the entire Authority Board would vote on that. I have revised the bylaws to provide for that.**

5.) Article 4, Section 2 regarding the appointment of members should note that the Township Supervisor recommends to the Township Board individuals for appointment. This reflects past practice, precedent and statute. The Township Supervisor appointed Mr. Mead, Mr. Noordyke and Ms. Kleyla to the BRA with Township Board approval at its February 24, 2021 meeting. Clarity upfront prevents a confused, flawed or unnecessarily contested process in the future. This should also be corrected in like manner in Article 4, Section 8 regarding appointments to fill vacancies. **I made these revisions.**

6.) Article 4, Section 10 references removal of officers but the substantive sentence seems to suggest removal from the Board. Officers should generally be able to be removed by a Board with, or without, cause. Board members often cannot be removed without cause. And what is cause? If it is in the statute simply cite it. **The language from Article IV, Section 10 is directly from the Act (MCL 125.2655(6)). The Act does not define "cause". I think the Township would want to have flexibility here and not try to define "cause."**

7.) Article IV, Section 9 notes the (BRA) Board may employ a BRA Director subject to approval by the Cascade Charter Township Board. It also references the Director serving at the pleasure of the Board. Which Board? **I provided for this to be the Authority Board as required in Section 6(1) of the Act.**

8.) Article V, Section 3 references the statutory minimum for notification of a special meeting. Is there a compelling reason for only minimum notice? **That is what the Open Meetings Act requires. The Act allows the Authority Board to change this in its procedural rules.** For purposes of institutional safeguards it may be prudent to include a by-law requirement that the Township Manager and Supervisor be required to receive the minimum notice in writing. **Although that would probably be better located in the procedural rules, I included this in the revisions.** It also may be prudent for transparency purposes to cite broad potential subjects likely to evince significant public interest and extend the minimum public notice of a special meeting for those subjects. Basic venues to be utilized for special meeting notices should be identified. **The notice of special meeting needs to identify the location. The bylaws do not identify the location for the Authority Board meetings. That should be established by the Authority Board at its first meeting.**

9.) Article V, Section 6 notes that Roberts Rules of Order 12th edition will govern the conduct of all meetings. Total application of Roberts Rules of Order may create issues and unintended consequences. This requirement should be carefully researched and probably modified. **The Authority Board can revise this if and when it runs into problems. I think it would be a monumental task (and expensive) to attempt to identify practical problems with Roberts in advance. I understood that the Township Board followed Roberts Rules of Order.**

10.) Article V, Section 9 regarding direct and indirect financial interest appears to require additional amplification including a definition of financial (anything of value versus cash value, etc.) and indirect whether it includes family and how far indirect family conflicts could extend. In addition, initial completion of a conflict of interest questionnaire should be addressed if it is not already. **One State Conflict of Interest statute uses the word "pecuniary" instead of "financial," but I think that is generally perceived to be narrower than financial. One of the several state statutes on conflict of interest addresses only contracts between the state and a board or commission member. The others do not define the nature of the interest. I think that is done purposefully. By requiring an Authority Board member to report an apparent conflict, then the rest of the Board can determine whether it is real or not.**

11. Article III, Section 4 and Article 6 address financial powers of the BRA. The discussion at the 3/24/2021 Township Board meeting highlighted interest in the level of financial autonomy that can be exercised by the BRA independently from the Township Board. Statutory language is extensive regarding

the financial authority of the BRA and should perhaps be reflected in more detail in the by-laws. Further, the issue of BRA financing autonomy should be addressed explicitly with accompanying supplemental documentation for background and informational purposes facilitating Township Board review. These specific articles and sections should be addressed succinctly with explicit clarity both in the by-laws and supplemental information. **The language in these sections and articles are taken from the Act. I revised them to specifically referenc the Act, which becomes the best limitation on the Board Authority.**

In addition to having legal counsel familiar with BRAs review the by-laws a review by legal counsel familiar with corporate by-laws may also be helpful. Frankly, the initial draft appears rather generic. I think the BRA members will be better served by greater clarity in, and amplification of, the by-laws. My comments are not intended by any means to be comprehensive. A timely revision of the by-laws and any supplemental information should provide for ample review time by Township Board members well in advance of simple inclusion in the Board's meeting packet. **I have not had any other attorney look at these bylaws. I will leave to you and John to decide whether to add that cost.**

Please contact me if you have any questions or comments.

Thank you.

Grace

BYLAWS OF THE BROWNFIELD REDEVELOPMENT AUTHORITY OF CASCADE CHARTER TOWNSHIP

ARTICLE I: NAME AND ADDRESS

The Cascade Charter Township Board (hereinafter referred to as the "Township Board", by Resolution number _____, established by the Cascade Charter Township Brownfield Redevelopment Authority (hereinafter referred to as the "Authority"). The address of the Authority is 5920 Tahoe Dr. SE, Grand Rapids, MI 49546.

ARTICLE II: PURPOSE

The purpose of the Cascade Township Redevelopment Authority is to carry out those purposes and exercise those powers as conferred upon it by the Brownfield Redevelopment Financing Act (the "Act"), 1996 PA 381, as amended. In accordance with the Act, the Authority's mission is to facilitate the implementation of, and enter into, brownfield plans; to create and oversee brownfield redevelopment zones, to promote the revitalization redevelopment and reuse of certain property; including but not limited to tax reverted, blighted or functionally obsolete property; permit the issuances of bonds and other evidences of indebtedness; to authorize the acquisition and disposal of certain property; and to use certain tax increment financing, as permitted under the Act.

ARTICLE III. POWERS AND DUTIES OF THE AUTHORITY

The Authority, acting through the Brownfield Redevelopment Authority Board (hereinafter referred to as the "Authority Board") and acting in accordance with the Act, other statutes and its own By-Laws, may do any of the following:

1. Adopt, amend or repeal bylaws for the regulation of its affairs and the conduct of its official business.
2. Incur and expend funds, as allowed by the Act, to pay or reimburse a public or private person for eligible costs of eligible activities attributable to an eligible property.
3. In accordance with Section 8 of the Act, incur costs and expend funds from the local site remediation revolving fund for authorized purposes, and as approved by the Township Board.
4. Enter into contracts related to the exercise and performance of the Authority's powers and duties as provided by the Act, including by way of example, lease purchase agreements, land contracts, installment sales agreements, loan agreements and service contracts.

ARTICLE IV. AUTHORITY BOARD

1. **Officers:** The officers of the Authority Board shall be a chairperson, a vice chairperson, a treasurer and a recording secretary. All officers shall be members of the Authority Board, with the exception of the recording secretary and treasurer who need not be members of the Authority Board.
2. **Members:** The Authority Board shall consist of no fewer than five (5) and no more than nine (9) members, appointed by the Cascade Charter Township Supervisor and shall have powers as provided by the Act or as provided in these bylaws. Members may include public officials, whether appointed or elected. Before assuming the duties of office, a member shall qualify by taking and subscribing to the oath of office provided in Section 1 of Article XI of the State Constitution of 1963.
3. **Terms:** Of the initial members appointed, an equal number, as near as practicable, shall be appointed for 1 year, 2 years, and 3 years. Thereafter, each member shall serve for a term of 3 years. An Authority Board member may be reappointed for one or more successive three (3) year terms. A member whose term has expired may continue to hold office until reappointed or until a successor has been appointed.
4. **Chairperson:** The members of the Authority Board shall elect 1 of their membership as Chairperson. The Chairperson shall preside at all meetings of the Authority Board and shall discharge the duties as a presiding officer.
5. **Vice Chairperson:** The members of the Authority Board shall elect 1 of their membership as Vice-Chairperson. In the absence of the Chairperson or in the event of inability to serve as chairperson, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to all the restrictions of the Chairperson.
6. **Treasurer:** The Authority Board shall appoint an Authority Board Treasurer, who shall keep the financial records of the Authority and together with the director, if there is a director, shall approve all vouchers for the expenditure of funds. The Treasurer shall prepare, with the assistance of appropriate Township officials, an annual financial report covering the fiscal year of the Authority. The fiscal year of the Authority shall be the same as that of the Township – January 1 to December 31. An annual audit will be made each year as part of the regular Township audit.
7. **Recording Secretary:** The Authority Board shall appoint a Secretary who shall maintain custody of records, books, documents and other papers not required to be kept by the Treasurer. The Secretary may be a member of the Authority Board. The Recording Secretary shall keep records of the Authority's proceedings and shall perform other duties as may be delegated by the Authority Board.
8. **Vacancy:** In the event of a vacancy on the Authority Board, due to resignation, incapacity, death or removal, the Authority Board shall notify the Cascade Charter Township Supervisor of such vacancy and request that an individual be appointed to fill the remainder of the term.

9. **Delegation of Operational Duties:** The Authority Board may employ, subject to approval by the Cascade Charter Township Board, a director of the Authority (hereinafter referred to as the "Director"). The Director shall manage day to day operation of the affairs of the Authority, shall act in accordance with the Act at the direction of the Authority Board, and shall regularly report to and serve at the pleasure of the Authority Board.
10. **Removal of Officers:** After notice and an opportunity to be heard, a member of the Authority Board may be removed by the Authority Board for cause before the expiration of his or her term.

ARTICLE V. MEETINGS

1. **Organizational Meeting and Election of Officers:** Officers shall be elected at the first organizational meeting of the Authority Board after the adoption of the Bylaws and then shall be appointed thereafter at the first regular meeting of the calendar year.
2. **Regular Meeting:** Regular meetings of the Authority Board shall be held at a time and place to be set by the Authority Board. Notice of the schedule of regular meetings shall be published. The Authority Board records and minutes shall be open to the public.
3. **Special Meetings:** Special meetings of the Authority Board may be called by or at the request of the Chairperson, the Vice-Chairperson in the absence of the Chairperson or by any three Authority Board members by giving twenty four hours written notice of the meeting, stating the purpose of the meeting, by posting a notice thereof eighteen hour prior to the meeting, and by twenty four hours' written notice to the Township Manager and the Township Supervisor.
4. **Notice of Meetings:** All notices of any meetings other than regularly scheduled meetings shall be given in accordance with the Open Meetings Act (Act No 267 of the Public Acts of 1976) as amended.
5. **Agenda:** The agenda for regular and special meetings shall be created by the Director. Following the calling of the meeting to order and the roll call, the agenda shall be approved as presented, or amended, upon motion and approval by a majority of members present.
6. **Rules of Order:** Robert's Rules of Order, 12th edition, will govern the conduct of all meetings.
7. **Open and Closed Meetings:** All regular and special meetings of the Authority Board shall be open to the public. Closed meetings of the Authority Board may be called for purposes listed in 1976 PA 267, as amended.
8. **Quorum:** A majority of the Authority Board members in office shall constitute a quorum for the transaction of business at any legally noticed meeting of the Authority Board. A majority of a quorum of the Authority Board may adjourn the meeting without further notice. A majority vote of a quorum shall constitute official Authority Board action, unless a larger majority is required by statute or in these bylaws.

9. **Conflict:** A member who has a direct or indirect interest in any matter before the Authority shall disclose his/her interest as soon as he/she becomes aware of the real or apparent conflict and not participate in discussions on, nor vote on any questions concerning, such matter. Such disclosure shall become part of the record of the Authority's official proceedings. If a member is uncertain whether a conflict exists, he or she should err on the side of disclosure and request that the rest of the Authority Board vote on whether the member has a conflict of interest.

ARTICLE VI. CONTRACTS, LOANS, CHECKS AND DEPOSITS, INVESTMENTS

1. **Contracts:** The Authority Board may employ and retain consultants as considered necessary by the Authority, including legal counsel to advise the Authority in the proper performance of its duties and to represent the Authority in action brought by or against the Authority. All contracts must be approved by the Authority Board.
2. **Loans/Grants:** No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Authority Board. Such authority may be general or confined to specific instances. Cascade Charter Township shall not be liable on bonds or notes issued by the Authority and the bonds and notes shall not be a debt of the Township unless specifically provided otherwise by a majority vote of the Township Board.
3. **Checks, Drafts, Etc:** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such a manner as shall from time to time be determined by resolution of the Authority Board.
4. **Investments:** The Authority may invest or deposit money of the Authority, at the Authority's discretion in obligations or depositories determined proper by the Authority, as allowed by law.
5. **Miscellaneous:** The Authority may do all other things necessary or convenient to achieve the objectives and purposes of the Authority, the Act, or other laws that relate to the purposes and responsibilities of the Authority.

RESOLUTION APPROVING
BROWNFIELD REDEVELOPMENT AUTHORITY BYLAWS

PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS
OF ACT 381 OF THE PUBLIC ACTS OF
THE STATE OF MICHIGAN OF 1996, AS AMENDED

RESOLUTION # OF 2021

At a regular meeting of the Township Board of Cascade Charter Township, Kent County, April 28, 2021,
at 7:00 p.m.

PRESENT:
ABSENT:

MOTION BY:
SUPPORTED BY:

RESOLVED that the Cascade Township Board, having reviewed the Bylaws of the Board of the Cascade Township Brownfield Redevelopment Authority, a public body corporate established on November 18, 2020, pursuant to the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (hereinafter the "Act"), which Bylaws were adopted at the initial organizational meeting of the Board on April 15, 2021, hereby approves the Bylaws as appended hereto, which are deemed to constitute the rules governing the procedures and the holding of regular meetings of the Board, as set forth in Section 5(5) of the Act.

AYES:
NAYES:
ABSTAINED:
ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss.
COUNTY OF Kent)

I, the undersigned, the duly qualified and acting Clerk of Cascade Township, Kent County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Cascade Township Board at a regular meeting held on the 28th day of April, 2021, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of April, 2021.

Susan B. Slater
Clerk, Charter Township of Cascade



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE, Grand Rapids, Michigan 49546-7140

Date: April 28, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Interurban Transit Partnership (The Rapid) Transportation Services Contract for Route 5 (33rd/36th Street)

FACTS:

At the March 24 Township Board meeting, the Township Board voted to approve the contracts with the Interurban Transit Partnership (The Rapid) contingent upon the Downtown Development Authority agreeing to pay 100% of the cost. At their April 20 meeting, the DDA voted to approve the 28th Street contract through September 2021 and is currently designing a review process for consideration of services past September 2021.

At the March 24 Board meeting the action approved by the Township Board did not delineate the 28th Street Route contract from the 33rd/36th Street Route. Because the 33rd/36th Street route is not in the DDA, the DDA is unable to fund it. The item is coming back to the Township Board as it is unclear from the action taken if the Township Board desired this to go to the DDA for funding consideration, or if it was an oversight that it wasn't separated and considered.

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. The route under consideration is Route 5, also known as the 36th Street route:

- **36th Street Route** – West on 36th Street, north on Kraft Avenue, East on 33rd Street, south on Patterson, west on 36th Street. (Peak periods only, 15 trips daily)

For the FY2021 contract (through September), the proposed cost is \$15,657. This is calculated at 204 billable hours at a contract rate of \$76.75 per hour.

Attached for your review are:

- Proposed agreement between The Interurban Transit Partnership and Cascade Township For Linehaul and Paratransit Services for both the 36th Street Services

ANALYSIS & CONCLUSIONS:

The agreement is the same that has been approved by the Township in previous years, with the exception of the change in the timing since it will be a partial year contract. 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 paratransit service is less of a benefit for the

36th Street route then the 28th Street route due to the very limited residential areas in the ¾ mile service area.

The 33rd/36th route is not a full-service route, meaning that it does not run on the same schedule as the rest of the Rapid system. The service time was designed in consultation with the businesses on the route to correspond with the shift changes at the businesses. It operates on weekday peak periods only (5am – 8:30 am; 3:30 pm – 7pm 15 trips)

FINANCIAL CONSIDERATIONS:

The estimated contract cost for 33rd/36th Street contract for FY 2021 contract (May 10 – December 31) is \$15,657. Through April the Township has spent \$9,507.44. This route is paid for through the General Fund and is not eligible for DDA funding.

RECOMMENDED ACTION:

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

AGREEMENT BETWEEN
THE INTERURBAN TRANSIT PARTNERSHIP
AND
CASCADE CHARTER TOWNSHIP
FOR LINEHAUL AND PARATRANSIT SERVICES on 36th Street

Agreement made by and between Cascade Charter 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 ¾ 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 31.60% of expenses for FY 2020-21. 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:

\$76.75 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 May 10 through September 30. The Township shall make its intentions to ITP for renewal of the agreement on or before May 15. 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".
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 these 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 26th day of Feb., A.D., 2021.

INTERURBAN TRANSIT
PARTNERSHIP

By: Earl L. Irwin
Interim Chief Executive Officer

CASCADE TOWNSHIP

By: _____
Appointing Officer

Attest: Julie Ilbink

Attest: _____

ATTACHMENT A

FY 2021 Fixed-Route Services in Cascade Township – 36th Street May 10, 2021 – September 30, 2021

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

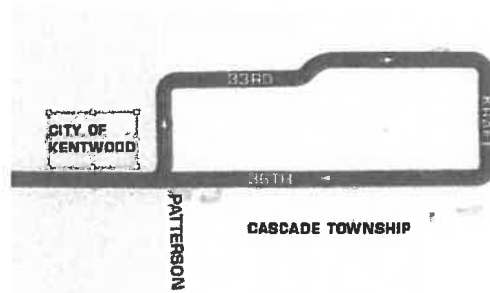


Figure 1 - FY 2021 Route 5 Alignments in Cascade Township

Cost of Service

Billable Hours:	204.00
Contract Rate:	\$76.75
Total Cost:	\$15,657

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Review and Consider the Robinson Dental Brownfield Grant/Loan Application

Meeting Date: April 28, 2021

Part of the process for the Robinson Dental project is the Brownfield Redevelopment Authority (BRA) and Township Board must review and approve the Grant/Loan application.

The project proposal for the Robinson Dental project was submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE) in mid-February and vetted at the beginning of March. Late March we received news that the request for a \$478,300 grant and a \$313,100 loan has been fully supported, minus the cost of excavation.

EGLE determined that the cost of the soil pile excavation was not eligible for grant funding, but that the transportation/disposal costs were. The applicant has updated the proposal removing the excavation costs from the request.

The Brownfield Redevelopment Authority will be the applicant for the grant/loan. The next step is the application must be submitted to the State (EGLE) by May 1. Susan Wenzlick, township consultant from Fishbeck, reviewed the application prior to the BRA meeting. The BRA reviewed and approved the grant/loan application at their April 15 meeting and moved it forward to the township board for consideration.

I. PROJECT NAME AND LOCATION

Project Name:	Robinson Dental Cascade Township		
Project Address:	5749 28th Street SE		
Project City:	Cascade Township		
Project County:	Kent	Project Zip Code:	49546
State Senate District:	29	State House District:	86

II. FUNDING REQUEST

Applicant:	Cascade Charter Township		
Amount Requested:	\$766,655 total. \$453,577 Grant and \$313,078 Loan		
Funding Source:	<input type="checkbox"/> RPF	<input checked="" type="checkbox"/> 201	<input type="checkbox"/> Site Assessment
Funding Type:	<input checked="" type="checkbox"/> Grant	<input checked="" type="checkbox"/> Loan	<input type="checkbox"/> Either

III. GENERAL PROJECT INFORMATION

Previous use(s):	Undeveloped Land associated with a former asphalt plant
Current use(s):	Undeveloped Land with a storm water retention pond and large stockpile of soil mixed with waste concrete and asphalt
Proposed new use(s):	New construction of a two-story, 8,519 square-foot dental office
Known or suspected contaminants:	Benzo(a)pyrene, fluoranthene, naphthalene, phenanthrene, selenium, and arsenic in soil. Arsenic, barium, copper and lead in groundwater.

IV. GENERAL PROJECT SUMMARY

Provide one paragraph below that summarizes the redevelopment, the environmental challenge that needs to be addressed, and how the brownfield funding will be used to address that challenge.

The redevelopment includes the new construction of a two-story, 8,519 square-foot building. A large soil stockpile (~6,700 cubic yards) occupies almost the entire developable portion of the property. The soil is contaminated and is not competent material to utilize in construction due to the intermixed waste concrete and asphalt. There is also insufficient room on the property to spread or berm any significant amount of the soil pile. The cost of removing the material has prevented any development on this parcel for decades despite being in one of the most highly developed areas of Kent County. The project site is surrounded by commercial development and apartment complexes and located off a main commercial thoroughfare (28th Street SE). The brownfield funding will be used to "level the playing field" for this property by funding the removal of the soil pile, additional assessment of soils, the cost of transportation and disposal of excess contaminated soil from construction, and the costs associated with management of the project and grant/loan.

V. PROPERTY AND OWNERSHIP INFORMATION

Latitude (to 8 digits):	42.914748	Longitude (to 8 digits):	-85.527384
Current Zoning:	PUD-82	Proposed Zoning:	PUD-82
Property Tax IDs:	Acreage	Address(es):	
41-19-08-351-033	3.361	5749 28th Street SE, Cascade Township, MI	

Current Owner Information

Name: **Coco Properties LLC**
 Address: **8117 Ashwood Drive SE**
 City, State, Zip Code: **Ada, MI 49301**
 Phone: **616.550.9721**
 Email: **dr_bethrob@yahoo.com**

How was the property acquired by the current owner? (purchase, tax reversion, inheritance, etc.)
Purchased by warranty deed on 1/24/2020. Coco Properties LLC is Robinson Dental's single purpose LLC used to hold title to the property.

Date property was acquired: 1/24/2020	Did the current owner complete a Baseline Environmental Assessment (BEA)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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VI. PROPERTY USE AND ENVIRONMENTAL CONDITIONS

Property History

List the current and former uses of the property below, including dates, owners (if known), and potential contaminants associated with each property use.

Date Range (Year)		Property Use	Potential Contaminants and/or Recognized Environmental Conditions (RECs)	Property Owner
From	To			
1965	2000	Undeveloped land used by former asphalt plant for deposition of soil and waste concrete and asphalt	Deposition of waste concrete and asphalt	Kent Asphalt
2000	2020	Undeveloped land	Contamination identified on site during 2000 BEA. Contaminants included PNAs and metals.	Sheriff, Citizens Bank (through foreclosure) and 5749 28th St SE LLC
Owner/Operator at the time when contamination is believed to have occurred, if known:			Kent Asphalt	

Environmental Risks

Known Contaminants:	Arsenic, copper, lead, selenium, zinc, benzo(a)pyrene, fluoranthene, naphthalene, phenanthrene.
Pathways of Concern:	<input checked="" type="checkbox"/> Drinking Water <input checked="" type="checkbox"/> Groundwater/Surface Water Interface (GSI) <input type="checkbox"/> Volatilization to Indoor Air <input type="checkbox"/> Ambient Air <input checked="" type="checkbox"/> Direct Contact <input type="checkbox"/> Unknown

Petroleum Information

Were underground storage tanks (USTs) ever located on the property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Suspected
Are USTs <u>currently</u> present on the property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Suspected
Has a UST release been reported for the property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Release ID#(s), if known:

VI. PROPERTY USE AND ENVIRONMENTAL CONDITIONS

Summarize known UST information below:

Tank ID#	Size	Contents	Installation Date	Removal Date	Status (active, removed, etc.)	Release ID#

Hazardous Substance Information

Was there ever a non-UST related release of a hazardous substance on the property? Yes No Unknown
Date and Release ID#(s), if known:

Summarize known hazardous substance release information below:

Date of Release	Description of Release	Status	Release ID#

<p style="text-align: center;"><u>Did the applicant</u> cause or contribute to contamination that is known or may be discovered at the project site?</p>	<p>To the best of my knowledge, the applicant:</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No, did NOT cause or contribute to contamination</p> <p><input type="checkbox"/> May have caused or contributed to contamination</p>
<p style="text-align: center;"><u>Did the developer</u> cause or contribute to contamination that is known or may be discovered at the project site?</p>	<p>To the best of my knowledge, the developer:</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No, did NOT cause or contribute to contamination</p> <p><input type="checkbox"/> May have caused or contributed to contamination</p> <p><input type="checkbox"/> Not Applicable/No developer</p>

Environmental Condition of the Property

Provide below a brief description of what is known about the environmental condition of the property. Describe known and/or suspected contamination and the risk that needs to be mitigated/addressed to safely reuse the property. Provide maps and figures showing contaminant exceedances (see checklist in Section XII).

VI. PROPERTY USE AND ENVIRONMENTAL CONDITIONS

The property is an undeveloped property with significant environmental and physical challenges that pose hurdles to the proposed development. Two features dominate the space of the site. A large soil pile approximately 25 feet in height and about 6,700 cubic yards in total volume occupies almost the entire eastern half of the property. A storm water retention pond that serves the surrounding commercial developments occupies the western portion of the property. The soil pile has been present on the property since as early as 1965. The size and scale of the material has prohibited development of the property in a commercial area that is almost 100% developed.

The analytical results of a 2000 Superior Environmental Phase II ESA identified copper, zinc, benzo(a)pyrene, fluoranthene, naphthalene, and phenanthrene in soil concentrations exceeding the current Groundwater Surface Water Interface Protection (GSIP) Criteria. The concentrations of benzo(a)pyrene in soil also exceed the current Generic Residential Direct Contact (DC) Criteria but not the Generic Non-Residential DC Criteria, which is the applicable criteria for the current use of the subject property, as well as its future use. No additional contaminants were identified in the 2000 Phase II.

The analytical results of a 2008 PM Environmental Phase II ESA identified selenium, benzo(a)pyrene, fluoranthene, and phenanthrene in soil concentrations exceeding GSIP Criteria and benzo(a)pyrene in excess of Generic Residential DC Criteria, but not Generic Non-Residential DC Criteria. No additional contaminants were identified in the 2008 PM Environmental Phase II ESA.

Envirologic completed a Phase II ESA in 2020 to confirm and supplement prior results. The 2020 investigation identified the presence of arsenic, barium, copper, and lead in groundwater above drinking water and GSI criteria. Sampling activities over the various investigations have demonstrated that no volatile organic compounds are present on site. Also mercury levels are below state default background levels.

It is important to note that contaminants are not exclusive to the soil pile and have been identified in various locations of the property. Sharp Construction (the General Contractor for this project) reported placing 2-3 test pits at the property and identifying buried concrete and wood at the site. Nonetheless, it is not clear how extensive or deep debris or contamination exists on the property and additional assessment will be completed prior to construction activities to better characterize soil conditions at the site.

No non-residential direct contact exceedances have been identified so no long term engineered barriers are necessary.

Proposed Environmental Actions with Grant/Loan Funding

Check all that apply:

- | | | |
|--------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Hazardous Material Survey | <input checked="" type="checkbox"/> Assessment/Investigation | <input type="checkbox"/> UST Removal |
| <input type="checkbox"/> BEA | <input type="checkbox"/> Due Care Planning | <input type="checkbox"/> Demolition |
| <input checked="" type="checkbox"/> Excavation | <input checked="" type="checkbox"/> Soil Transport/Disposal | <input type="checkbox"/> Vapor Mitigation |
| <input checked="" type="checkbox"/> Other (please describe): | Project Management, Oversight, Grant Management, Third Party Oversight | |
| <input type="checkbox"/> Other (please describe): | | |

VI. PROPERTY USE AND ENVIRONMENTAL CONDITIONS

Describe the proposed actions that will be undertaken with grant and loan funds to address the environmental conditions and make the property safe for the proposed reuse. Please explain reasons why the proposed eligible activities should be funded.

Provide maps showing contamination relative to the building footprint and/or the development plan (see checklist in Section XII).

It is proposed that the soil pile is excavated, transported, and disposed at a Type II Landfill. The soil pile represents a Brownfield condition that inhibits development on the property as it occupies a majority of the developable space on the property. Thus, the removal, transport and disposal of the pile is necessary for any development of the property to occur. These soils are intermixed with debris, concrete, asphalt, and possibly slag or foundry sand. Soil testing has demonstrated the presence of contamination above residential cleanup criteria. Removal of this contaminated material is a response activity and may be funded using a Brownfield Redevelopment Grant. There is an estimated 6700 cubic yards of material in this pile. Any concrete or asphalt that can be separated and recycled will be segregated for recycling. The remaining material will be excavated (@ Developer's cost), transported (@\$12/CY), and disposed (@\$27/CY). It is proposed that the removal of the soil pile will be considered "complete" when a ground elevation of 767 feet above mean sea level is reached which is the current elevation of the property at the street entrance (See attached ALTA survey). Activities and costs related to this phase of work also include removal of the trees and brush to access the soil, oversight, contractor markup, sedimentation/erosion controls including silt fencing, stone drive and daily street sweeping, lab analyses for disposal approval, and project management.

As the soil pile is removed, it will allow access to underlying soil in order to ascertain the nature of "in-situ" soil that will be excavated during construction activities. To better evaluate this soil, it is proposed that grant funds are used for Assessment/Investigation activities. It is proposed that a series of test pits are advanced throughout the proposed building footprint. Up to 12 test pits will be advanced to depths of eight feet and will allow for visual identification of any buried debris, concrete, etc. Because metals have been identified as one of the primary chemicals of concern, it is proposed that a hand-held x-ray fluorescence spectrometry analyzer (XRF) is used for rapid assessment of arsenic, copper, selenium and zinc. This allows project work to continue without delays related to laboratory work. Up to four readings per test pit at vertical increments of every two feet will be made. If the data from visual and rapid assessment techniques sufficiently demonstrates the presence of contamination or is able to distinguish a depth at which contamination no longer is present, assessment activities will cease. If further characterization is needed, laboratory analysis of soil will be conducted. Up to two soil samples per test pit (24 total) will be collected for laboratory analysis of arsenic, copper, selenium, zinc and polynuclear aromatic hydrocarbons. Project staff will work with EGLE and the Oversight Consultant as the assessment activities are conducted. Data will be evaluated and presented to demonstrate what portion of soil should be landfilled.

Once the assessment of in-situ soil is completed, any portion of contaminated soil that must be removed for construction will need to be landfilled. It is proposed that loan funds are used for the transportation and disposal of the excess contaminated soil generated from construction activities. At most, it is estimated that 5408 cubic yards of soil will be removed. The loan budget includes cost for transportation (@\$12/CY) and disposal (@\$27/CY) of the excess contaminated soil. Loan funds also include cost for oversight, project documentation, and contractor markup.

This project, if funded, would allow for a complete remedy to be implemented at the property. If the Department wished to place a Notice of Remediation or a Land Use-Resource Use Restriction on the property as documentation and a final remedy, the property owner would not be adverse to such actions as long as they do not inhibit the use of the property.

VI. PROPERTY USE AND ENVIRONMENTAL CONDITIONS

The proposed eligible activities would restore productive use to a property with significant environmental and physical hurdles for this development, remedy an uncontrolled contaminated site, leverage investment and development of the property, leverage additional tax revenues, create new jobs, and improve the aesthetic condition of the area and neighboring properties.

Schedule

Provide a schedule for the completion of the proposed eligible activities:

The owner would like to start construction as soon as feasible. Site plans have been reviewed by the Township and are approved for construction. Recognizing the timelines for grant/loan approvals, contracts and work plans we would desire to start work in May 2021. The implementation of the project would be a short term project with completion in less than 60 days and final financial, technical, and project management documentation completed during the subsequent 6 months. Thus, we believe this project could be closed out by the end of calendar year 2021.

Demolition

If a grant or loan will be used for demolition (buildings, site features, etc.), answer the following:

- | | | |
|---------------------------------------------------------------------------|------------------------------|-----------------------------|
| Does the structure impede the proposed environmental response activities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the structure present a health or safety threat? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the structure impede the reuse of the property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do the environmental activities exceed the cost of demolition? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Further explanation, if necessary:

VII. ECONOMIC AND REDEVELOPMENT INFORMATION

Capital Investment:	\$4.6 million	Permanent jobs created:	Full Time = 35 Part Time =
Current SEV:	\$135,000	Anticipated post redevelopment SEV:	\$1,300,000

Redevelopment Project Description

Provide a brief summary of how the redevelopment project will provide an economic benefit to the community.

The project is a \$4.6 million capital investment and will significantly increase the taxable value of the property, generating new tax revenues for the local community. The project will create 35 new professional level positions (Dentists, Dental Hygienists, Technicians, office staff). These are well-paid positions. This area was selected for this new office location to attract patients that would want to combine their dental visit with the many shopping, dining or entertainment options available in this commercial corridor. Thus, this development is expected to add additional customer base for the local commercial establishments. Further, Robinson Dental has experienced that when they improve or expand an office location, that their competition also makes similar investments to retain and attract clientele.

Is there a developer committed to the project? Yes No

Developer's Name: **Coco Properties LLC and Scott and Beth Robinson DDS PC**

Developers Experience
Provide a brief summary of the developer's business experience, including any other businesses, terms and conditions of their participation in the project, bankruptcies, and civil or criminal enforcement actions related to environmental violations.

Dr. Beth Robinson established her own practice in 2003 and her husband Dr. Scott Robinson established his practice in 2005. Robinson Dental has been in business since 2013. Drs. Beth and Scott Robinson have developed three office locations - two in Wayland and one in Coopersville. The 899 Reno Drive, Wayland location was their first development (2013) and was a newly constructed building. The Coopersville location was newly constructed in 2016. Their second Wayland location (404 W. Superior) was a renovation project. Thus, the Robinson's are experienced developers and have relationships with builders and contractors, financial institutions, etc. that make this project's success highly likely. There are no conditions on their involvement in the project. There are no bankruptcies, civil or criminal enforcement actions related to environmental violations associated with their business.

N/A - Project does not have developer

Developer's Project Financing
Summarize the sources of your total capital investment and the status of the financing.

N/A - Project does not have developer

Source	Amount	Status
	\$	
EGLE Grant	\$453,577	Requested
EGLE Loan	\$313,078	Requested
Lake Michigan Credit Union	\$3,040,000	Preliminary Proposal - for land, construction and equipment
Private Equity	\$793,345	In place
TOTAL =	\$4,600,000	---

Tax increment Financing (TIF)

Will the project use Brownfield TIF? Yes No

If Yes, identify all sources that apply: EGLE MEDC Local

Purchase and Development Agreements

Is there a purchase agreement in place? Yes No N/A

Status of purchase agreement:

As a requirement of EGLE funding, is the developer willing to enter into a development agreement with the applicant? Yes No N/A

Status of development agreement: In draft form under review by owner		
Has the project received site plan approval?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain		
Identify the dates redevelopment is expected to begin and be completed:		
Estimated Start Date: May 3, 2021		
Estimated Completion Date: March 2022 (Construction complete)		

VIII. COMMUNITY OUTCOMES		
Will existing infrastructure be reused?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Please describe: Project is located on an improved road with all necessary utilities (sewer, water, electric, natural gas, fiber optic, all readily available to the site.		
Is the community in which the project is located economically disadvantaged, depressed or facing other significant challenges?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, explain:		
Does the project fit into the community's development plans?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Please explain: The site is in a heavily commercialized area and this property is one of the last vacant commercial properties available for commercial development. The proposed use is also beneficial to the adjacent residential neighborhood to the north and the thousands of consumers that frequent this commercial corridor daily.		
Community Benefits		
<i>Provide a brief summary of how the redevelopment project will result in social or other community benefits, including job creation, increased tax base, blight removal, addressing dangerous conditions, placemaking, impact on surrounding properties, etc.</i>		
<p>The project is expected to create 35 new professional-level jobs. These are well-compensated positions including Dentists, Dental Hygienists, Dental Assistants, Technicians, etc. These folks will spend some money in the commercial district thereby supporting local businesses. This location was selected to service a clientele that would want to combine their dental visit with the various shopping, dining and entertainment options available in this highly commercialized district. Thus, this development adds additional customers for the local commercial businesses.</p> <p>The project creates a sizable increase in the taxable value of the property, generating new tax revenues for the local taxing jurisdictions. The project improves a property that is an unsightly piece of land in an otherwise fully developed area. It is the only parcel in this heavily commercialized corridor available for development and this project is the only serious attempt to develop the property in the last 55 years. The development improves the visibility of the adjoining commercial properties.</p> <p>This project has also served as a catalyst for the local township to establish a Brownfield Redevelopment Authority to manage this project's grant/loan and Brownfield Plan. This provides another economic development tool for Cascade Township to support other projects in its jurisdiction.</p>		

IX. LOCAL COMMITMENT

Local Contributions to the Project

Describe the local contributions to the project, including other funding sources provided or supported, use of TIF, tax abatements, other grants and incentives, land contribution, reduced purchase price, utility or right-of way work, staff time committed to the project, etc.

Cascade Township has initiated the development of a Brownfield Redevelopment Authority as a result of this project. The initiative to develop a BRA includes staff time and consultant costs. A Brownfield Plan is proposed for the project which would represent a local contribution of about \$350,000 in local tax increment revenues. There are no tax abatements, municipal utility or right-of-way work, or other incentives being granted to this project.

X. APPLICANT INFORMATION

Applicant Name:	Cascade Charter Township		
Applicant Address:	2865 Thornhills Avenue SE		
Applicant City:	Grand Rapids, MI	Zip Code:	49546-7192
Applicant's Representative:	Sandra Korhorn, DDA/Economic Development Director		
Representative's Phone:	(616) 949-1500	E-mail:	sandra@cascadetwp.com

The undersigned, as the representative of the applicant, certifies that the information provided in this proposal and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

_____ Typed name of Applicant's Representative	_____ Signature
_____ Title	_____ Date

Please submit the proposal electronically to
egle-brownfields@michigan.gov
 Please call 517-242-9276 with questions.
 #mibrownfields
www.michigan.gov/eglebrownfields

XI. BUDGET TABLE

Provide the project budget in the table below. Change, add, or delete activities as appropriate for the project. Column specific notes provided below table.

TASK (Activity)	TOTAL Expected Cost	Proposed Funding Mechanism							
		EGLE RPF Grant	EGLE 201 Grant	EGLE Loan	TIF tied to EGLE Loan	Other TIF (<i>not tied to EGLE Loan</i>)	Local Funds (<i>public</i>)	Developer Funds (<i>private</i>)	Other (<i>list sources</i>)
<i>Other due care activity (excavation of contaminated soil)</i>	\$20,100					\$20,100		\$20,100	
Response Activity									
<i>transportation/ disposal of contaminated soils</i>	\$345,813		\$345,813						
<i>Other response activity</i>									
Contingency (<i>up to 15% of grant/loan</i>)	\$92,823		\$54,948	\$37,875	\$37,875				
3rd Party Environmental Oversight (<i>up to 5% of grant/loan</i>)	\$30,941		\$18,316	\$12,625	\$12,625				
Administration (<i>up to 3% of grant/loan</i>)	\$18,565		\$10,990	\$7,575	\$7,575				
EGLE Project Sign (<i>grant/loan requirement</i>)	\$500		\$500						
Grant Closeout Report (<i>grant/loan requirement</i>)	\$5,000		\$2,500	\$2,500	\$2,500				
Remaining project costs	\$3,804,840					\$10,000	\$10,000	\$3,804,840	

XI. BUDGET TABLE

Provide the project budget in the table below. Change, add, or delete activities as appropriate for the project. Column specific notes provided below table.

TASK (Activity)	TOTAL Expected Cost	Proposed Funding Mechanism							
		EGLE RPF Grant	EGLE 201 Grant	EGLE Loan	TIF tied to EGLE Loan	Other TIF (<i>not tied to EGLE Loan</i>)	Local Funds (<i>public</i>)	Developer Funds (<i>private</i>)	Other (<i>list sources</i>)
TOTAL	\$4,600,000		\$453,577	\$313,078	\$313,078	\$58,605	\$10,000	\$3,833,345	

XI. BUDGET TABLE, Continued

Column specific notes:

- **EGLE RPF Grant:** This funding can only be used for refined petroleum related contamination. Talk to your brownfield coordinator to confirm appropriate funding source.
- **EGLE 201 Grant:** This funding can be used for non-petroleum sites. Talk to your brownfield coordinator to confirm appropriate funding source.
- **EGLE Loan:** This funding can be used for refined petroleum or non-petroleum sites with redevelopment potential.
- **Tax Increment Financing (TIF) tied to EGLE Loan:** If TIF is proposed to reimburse the loan, that portion of the TIF will also be reflected in the loan amount.
- **Other TIF:** Any TIF dollars that will NOT be used to reimburse the EGLE loan, including non-EGLE TIF would be reflected here.
- **Local Funds:** Any funding the community is contributing to the project.
- **Developer Funds:** Funds the developer is investing into the project.
- **Other:** Include other federal, state, private, etc. dollars that are not already reflected.

NOTE: If grant/loan funded activities are planned to be performed by the project developer's consulting firm, EGLE expects that the applicant will hire its own environmental oversight professional. Exceptions will be considered in low-risk situations on a case-by-case basis. The environmental oversight professional's fees are eligible for reimbursement with the proposed grant or loan. Please include an environmental oversight professional in the budget if applicable.

XII. REQUIRED ATTACHMENTS			
Please complete the following checklist and attach the supporting documentation.			
#	ATTACHED?	DESCRIPTION	COMMENTS
1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Site Map(s) Map(s) showing the location of the project area, site boundaries, existing structures, etc.	
2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Map(s) showing the location of known contaminants, recognized environmental concerns [including contaminant boundaries (when known)], and contaminant concentrations.	
3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Map(s) showing proposed development in relation to contaminants.	
4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Map(s) showing site development plans.	
5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Analytical data summary tables.	
6	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Agreements Purchase Agreement	Developer owns property
7	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Development Agreement	In progress
8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Site Photos High quality, publishable digital photos of the site. Please also provide these electronically in jpg format.	
9		Describe other attachments provided	
10			

I. PROJECT NAME AND LOCATION	
Project Name:	Robinson Dental Cascade Township
Project Address:	5749 28th Street SE
Project City:	Cascade Township
Project County:	Kent
Project Zip Code:	49546
State Senate District:	29
State House District:	86

II. APPLICANT INFORMATION		
Applicant Name:	Cascade Township Brownfield Redevelopment Authority	
Applicant Address:	2865 Thornhills Avenue SE	
Applicant City:	Grand Rapids	
Applicant Zip Code:	49546-7192	
Applicant Federal ID Number:		
APPLICANT CONTACT INFORMATION		
	Contract Signing Authority Contact	Project Contact
Name:	Sandra Korhorn	Sandra Korhorn
Title:	DDA/Economic Development Director	DDA/Economic Development Director
Phone:	(616) 949-1500	(616) 949-1500
Email:	sandra@cascadetwp.com	sandra@cascadetwp.com
APPLICANT GRANT EXPERIENCE AND ENVIRONMENTAL COMPLIANCE		
How much experience do key staff who will be working on the brownfield grant/loan project have in their current positions?		
<input type="checkbox"/> less than 1 year <input type="checkbox"/> 1 to 3 years <input checked="" type="checkbox"/> 3 or more years		
How many similar type brownfield grant projects has the applicant (LUG) previously completed?		
<input checked="" type="checkbox"/> 0 to 2 projects <input type="checkbox"/> 3 to 4 projects <input type="checkbox"/> 5 or more projects		

II. APPLICANT INFORMATION		
Have you ever had a permit or other violation with EGLE?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, explain:		

III. LOCAL COMMITMENT
<p>Project Promotion</p> <p><i>Describe how you will announce and promote EGLE's grant/loan contribution to the project through social media (the applicant's and/or the developer's), the local press, signage at the property, and/or other methods.</i></p> <p>Applicant and Development Team will announce and promote EGLE's contribution to the project on their social media platforms. Signage will be placed at the property during the development acknowledging EGLE's assistance to the project.</p>

IV. APPROVED PROJECT PROPOSAL		
Vetted Proposal dated 2/15/2021 remains true and accurate?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If no, have you included an updated proposal with this submittal?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Have you received an invitation to apply?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

V. REQUIRED ATTACHMENTS Please complete the following checklist and attach the supporting documentation.		
#	DESCRIPTION	ATTACHED?
1.	Updated Proposal If an updated proposal is needed, have you included the proposal with this submittal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
2.	Development Agreement A development, reimbursement, or other agreement between the applicant and developer describing the terms and conditions of the project. NOTE: Not applicable if the project has no committed developer.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
3.	Access Agreement A final or draft written access agreement between the property owner, EGLE, and the applicant is required. The agreement must include a commitment from the property owner that allows EGLE staff and applicant staff access to the property to complete the proposed eligible activities. (NOTE: An example is attached for your use.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
4.	Letter of Support A letter from the chief executive officer or highest-ranking appointed official is required. Letter of support must include the following: <ul style="list-style-type: none"> i. Statement that the local unit of government supports the brownfield project, and ii. Statement that the development project or proposed new use complies with all local zoning and planning ordinances. 	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes
5.	Loan Resolution and Financial Assurance a. A resolution adopted by the applicant’s governing body that verifies the applicant is willing to accept a loan, indicates an amount up to which the applicant is willing to borrow, and commits the governing body to repayment of the loan. NOTE: If the applicant is a Brownfield Redevelopment Authority (BRA) or other sub-unit of local government, the resolution must be from the county or city under which the BRA or sub-unit was formed. b. Please select the first line of financial assurance the applicant will use for securing the loan. The selection provided below will be included in Appendix A of the Agreement. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pledge of revenue sharing <input type="checkbox"/> Other acceptable mechanism as discussed with EGLE (please specify): If the financial assurance method selected above is NOT a pledge of revenue sharing, proof of the financial assurance method must be provided to EGLE prior to execution of the agreement. c. The applicant understands that the final line of security on all loans is state revenue sharing.	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes

VI. CERTIFICATION

The undersigned, as the representative of the applicant, certifies that the applicant will comply with all applicable state and federal statutes and regulations, including those associated with the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its administrative rules, and those statutes related to civil rights, equal opportunity, labor standards, environmental protection, and historic preservation.

The undersigned, as the representative of the applicant, certifies that the property(ies) at which grant or loan funds will be used are within the jurisdiction of the applicant.

The undersigned, as the representative of the applicant, certifies that within the last 24 months, the applicant has not had a grant from the Department of Environment, Great Lakes, and Energy (EGLE) revoked or terminated, and has not been determined by EGLE to be unable to manage a grant.

The undersigned, as the representative of the applicant, certifies that a source of funding for ongoing maintenance and operation of the proposed project, if required, has been identified.

The undersigned, as the representative of the applicant, verifies that the applicant passed its most recent audit and acknowledges that EGLE may review the auditor’s conclusions posted on the Michigan Department of Treasury web site.

The undersigned, as the representative of the applicant, certifies that the information provided in this application and its attachments is true and complete to the best knowledge and belief of the applicant and the undersigned.

 Typed name of Applicant’s Representative

 Signature

 Title

 Date

Please submit the application electronically to
egle-brownfields@michigan.gov
 Please call 517-242-9276 with questions.
 #mibrownfields
www.michigan.gov/eglebrownfields

CONSENT FOR ACCESS TO PROPERTY

This is an example consent agreement. Grant/loan applicants are welcome, but not required, to use this form to secure property access for grant and loan projects. Text can be changed as needed for your project.

PROJECT NAME: Robinson Dental Cascade Township
PROPERTY ADDRESS: 5749 28th Street SE, Cascade Township, MI
TRACKING CODE:
LOCATION CODE:
NAME OF PROPERTY OWNER: Coco Properties, LLC

I hereby grant the right to enter the property named above to employees, officers, guests, and authorized representatives of the Cascade Township Brownfield Redevelopment Authority and Michigan Department of Environment, Great Lakes, and Energy (EGLE) and its contractors, subcontractors and consultants. Access by, through, on, and use of the property is granted only for the duration of the Brownfield Redevelopment Grant/Loan contract and amendments, if any, to:

1. Perform response activities, demolition, and other work described in Appendix A of the Brownfield Redevelopment Grant/Loan contract. I understand that the scope of work described in Appendix A may include digging, excavating, vehicle access, sampling, demolition, and other activities that would materially change the condition of my property and confirm the presence or extent of environmental contamination there.
2. Undertake other actions necessary to administer and perform the scope of work under the Brownfield Redevelopment Grant and/or Loan.
3. Photograph and create images of or on the property with an aerial drone and/or video. Images may be used by EGLE or the Cascade Township Brownfield Redevelopment Authority to describe the project, promote its brownfield program, post on social media or a website,

I am the property owner or an individual with authority or the property owner's authorization to sign this access agreement. I give this written permission voluntarily with the full knowledge of my right to refuse and without threats or promises of any kind.

Please indicate that you are granting access by signing this document.

Name (Printed) Dr. Elizabeth Robinson

Name (Signature)



Date 04/05/2021

Address 8117 Ashwood Dr. SE

City Ada

State MI

Zip 49301

Telephone Number(s): Work 616.550.9721

Alternate

Email dr_bethrob@yahoo.com

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Review and Consider the Proposal for Consulting Services – Brownfield Redevelopment Authority

Meeting Date: April 28, 2021

Last fall we signed a proposal from Fishbeck to assist the Township with setting up a Brownfield Redevelopment Authority. Susan Wenzlick from Fishbeck has been guiding township staff through this process as well as assisting with the Robinson Dental brownfield application.

We are close to the reaching the end of the scope of work from the original proposal. If the township gets the EGLE brownfield grant and loan, we will have to hire a third-party oversight consultant to work with the developer's consultant and represent the township's interest. The grant/loan will cover the cost for the oversight consultant, including going to the BRA and Township Board meetings when that project is on the agenda.

Included is a new proposal from Fishbeck with a not to exceed fee. Fishbeck will work with members of the BRA to provide technical, administrative and consulting services on request. Fishbeck's scope of work may include:

- Developing and evaluating brownfield plans, work plans, development and reimbursement agreements, and other related documents
- Preparing materials for and participating in BRA and other meetings on the BRA's behalf
- Helping developers apply for funding assistance and incentives offered through the BRA
- Applying to state and federal agencies for brownfield funding
- Managing grants or loans awarded to the BRA or Township
- Providing third party oversight on brownfield projects led by other consultants (this is required for some state brownfield grants and loans)
- Providing administrative support and other redevelopment consulting services to the BRA as requested

The BRA Board reviewed the proposal at their April 15 meeting. With both Susan (and Roman's) background and experience with Brownfield's as well as Susan's involvement with the Robinson Dental project, the BRA board approved the proposal and moved it forward to the township board for consideration.

April 2, 2021

Sandra Korhorn
DDA/Economic Development Director
Cascade Charter Township
2865 Thornhills Avenue, SE
Grand Rapids, MI 49546-7192

**Proposal for Professional Services
Brownfield Consulting Services – Brownfield Redevelopment Authority (BRA)
Cascade Charter Township, Kent County, Michigan**

Dear Sandra:

For the past several months, Cascade Charter Township (Township) and Fishbeck have worked together to create the Township's new BRA. With the BRA now in place, the Township needs ongoing administrative and technical support as it facilitates brownfield redevelopment projects.

Scope of Service

Fishbeck will work with members of the BRA to provide technical, administrative, and consulting services on request. Fishbeck's scope of work may include:

- Developing and evaluating brownfield plans, work plans, development and reimbursement agreements, and other related documents
- Preparing materials for and participating in BRA and other meetings on the BRA's behalf
- Helping developers apply for funding assistance and incentives offered through the BRA
- Applying to state and federal agencies for brownfield funding
- Managing grants or loans awarded to the BRA or Township
- Providing third party oversight on brownfield projects led by other consultants (this is required for some state brownfield grants and loans)
- Providing administrative support and other redevelopment consulting services to the BRA as requested

Cost and Authorization

The Township BRA will be charged for time and materials according to the schedule below, with a not-to-exceed amount of \$7,500 without authorization from Cascade Township.

**CASCADE TOWNSHIP BRA
BROWNFIELD CONSULTING SERVICES**

Hourly Professional Billing Rates					
Staff	2021	2022	2023	2024	Role
Roman Wilson	\$160	\$164	\$168	\$172	Brownfield and Due Diligence Program Manager
Susan Wenzlick	\$135	\$139	\$143	\$147	Lead Consultant / Senior Brownfield Specialist
Ariane Savoy	\$68	\$70	\$72	\$74	Administrative Assistant
Andy Schwallier	\$95	\$97	\$99	\$101	GIS/CAD

Task	2021	2022	2023	2024	Description
Prepare Brownfield Plan	\$2,250	\$2,350	\$2,450	\$2,550	Lump Sum
Prepare Act 381 Work Plan	\$2,500	\$2,600	\$2,700	\$2,800	Lump Sum
Draft Development and Reimbursement Agreement	\$1,000	\$1,050	\$1,100	\$1,150	Lump sum

Other fees/charges:

Mileage: 70 cents per mile

Markup on expenses and subcontractors: 10%

We appreciate the opportunity to work with the Township on this project. If you have any questions regarding this proposal or any Fishbeck services, please contact me at 616.464.3876 or rwilson@fishbeck.com.

Sincerely,



Roman A. Wilson

Brownfield Program Manager

Attachments

By email

Professional Services Agreement

PROJECT NAME Cascade Charter Township Brownfield Consulting Services – Brownfield Redevelopment Authority (BRA)
FISHBECK CONTACT Roman Wilson
CLIENT Cascade Charter Township
CLIENT CONTACT Sandra Korhorn
ADDRESS 2865 Thornhills Avenue, SE, Grand Rapids, MI, 49546-7192

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES:

Brownfield consulting services, as outlined in the attached Fishbeck proposal letter dated April 1, 2021.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services, attached.
- Proposal dated April 1, 2021
- Other:

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates plus Reimbursable Expenses
- Other:

Budget for Above Scope of Services:

Not-to-exceed budget of \$7,500 unless authorized by Cascade Township.

ADDITIONAL PROVISIONS (IF ANY): None.

APPROVED FOR:

Cascade Charter Township

BY: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

BY: Michael S. Colvin

TITLE: Senior Vice President

DATE: April 1, 2021

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method used, these Terms and Conditions shall prevail as the basis of Client's authorization to Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all criteria and full information as to requirements for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include full-time construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Those costs incurred on or directly for Client's Project. Reimbursement shall be at Fishbeck's current rate for mileage for service vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions of probable construction cost and/or total project cost provided by Fishbeck will be on a basis of experience and judgment, but since it has no control over market conditions or bidding procedures, Fishbeck cannot warrant that bids or ultimate construction or total project costs will not vary from such estimates.
6. **PROFESSIONAL STANDARDS; WARRANTY.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of Fishbeck's profession practicing under similar circumstances at the same time and in the same locality. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a termination charge to cover finalization work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued every four weeks, payable upon receipt, unless otherwise agreed. Interest of 1 percent per four-week period will be payable on all amounts not paid within 28 days from date of invoice, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck’s consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers’ compensation insurance for Client’s employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck’s consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.
14. **INDEMNIFICATION.** Fishbeck will defend, indemnify, and hold Client harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures to the extent caused by Fishbeck’s negligence or willful misconduct. Client agrees to defend, indemnify, and hold Fishbeck harmless from any claim, liability, or defense cost for injury or loss sustained by any party from exposures allegedly caused by Fishbeck’s performance of services hereunder, except for injury or loss to the extent caused by the negligence or willful misconduct of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** Client and Fishbeck waive consequential damages for claims, disputes, or other matters in question relating to this Agreement including, but not limited to, loss of business.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney’s fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck’s reasonable collection expenses including attorney fees.
17. **OWNERSHIP OF WORK PRODUCT.** Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client’s risk and full legal responsibility, without liability to Fishbeck. Client shall defend, indemnify, and hold harmless Fishbeck from all claims, damages, losses, and expenses, including attorney’s fees arising out of or resulting therefrom.
18. **ELECTRONIC MEDIA.** Data, reports, drawings, specifications, and other material and deliverables may be transmitted to Client in either hard copy, digital, or both formats. If transmitted electronically, and a discrepancy or conflict with the electronically transmitted version occurs, the hard copy in Fishbeck’s files used to create the digital version shall govern. If a hard copy does not exist, the version of the material or document residing on Fishbeck’s computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. **GENERAL CONSIDERATIONS.** Client and Fishbeck each are hereby bound and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck shall assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck’s reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed by the law of the principal place of business of Fishbeck.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 28, 2021
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Legal Services RFP – Award Recommendation

FACTS:

Cascade Township is currently served by Varnum LLP to provide general counsel legal services to the Township, as well as some specialized services. Attorney John Huff has served as the Township Attorney, while various other Varnum attorneys have represented the Township in their areas of expertise. 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 for a planning/land use lawsuit where Varnum has had to recuse itself due to a conflict in the case and for special Counsel in relation to the Laraway Lake and Thornapple River SAD projects due to their subject matter expertise.

In February the Township Board approved the issuance of an RFP for Township Legal Services. The RFP was issued the first week of March, and proposals were due April 8th. The Request for Proposals was sent directly to several known law firms with municipal practices, as well as being posted on the Township website and being sent to the Michigan Association of Municipal Attorneys for distribution. The Township received a total of 8 proposals, which are detailed below. It should also be noted that the Township received correspondence from Varnum which has declined to submit a proposal citing the continuing conflict with the Gerald R. Ford International Airport. Proposals received included:

- Bloom Sluggett Morgan
- Curcio
- Dickenson Wright (Bond Counsel & Economic Development Work Only)
- Fahey Schultz Burzych Rhodes
- Foster, Swift, Collins & Smith
- Mika Meyers
- Miller, Canfield, Paddock and Stone (Bond Council Only)
- Shifman Carlson
- Smith, Haughey, Rice & Roegge

At their April meeting, the Personnel/Finance Committee conducted the first review of the proposals. After reviewing the proposals, the Committee selected three proposals to conduct interviews: Bloom Sluggett, Foster Swift and Mika Meyers. Each firm was given approximately one hour to answer questions from the committee.

Attached for your review is:

- Issued RFP for Legal Services

- RFP Response Cost Comparison
- Legal Services Bids From All Respondents

ANALYSIS & CONCLUSIONS:

The Personnel/Finance Committee reviewed each of the proposals in detail before making a decision on which firms to interview. As stated in the RFP, the Personnel and Finance Committee focused 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.

After conducting interviews with Bloom Sluggett, Foster Swift and Mika Meyers, the Personnel and Finance Committee is recommending the Township select Foster Swift for Township legal Counsel. The committee felt that given their price, comprehensive nature of their services, experience and extensive municipal client base, they were the best choice for the Township. Committee members Koessel, Lesperance and Peirce will relay additional reasoning to the Township Board at the meeting.

FINANCIAL CONSIDERATIONS:

In the current fiscal year, the Township has budgeted approximately \$50,000 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. The cost for current Township Legal Counsel is the same as proposed by Foster Swift, so no budget amendments are need solely for the reason of changing legal counsel.

RECOMMENDED ACTION:

To award the bid for Township Legal Services to Foster Swift and authorized the Township Supervisor 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 April 8th, 2021 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

(prior to 3/15/21)
2865 Thornhills SE
Grand Rapids, MI 49546

(3/15/21 or after)
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Phone: 616-949-1500
Email: bswayze@cascadetwp.com

Or on the Web at:
www.cascadetwp.com



Cascade Township Request for Proposals 2021 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 May 3rd, 2021 and conclude December 31st, 2025. The final negotiated contract shall contain a clause that allows for the termination of the contract, without cause, with a predetermined amount of 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

(Prior to 3/15/21)
2865 Thornhills SE
Grand Rapids, MI 49546

(3/15/21 and After)
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Telephone: (616) 949-1500
E-mail: 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 March 1st, 2021
- Proposals due April 8th, 2021
- Personnel Committee evaluates proposals April 14th, 2021
- Follow-up Calls or Interviews Week of April 19th, 2021
- Township Board approves contract April 28th, 2021
- Begin contract work (**overlap w/current firm) May 3rd, 2021
- Township Attorney May 31st, 2021

**Should the contract be awarded to a firm that does not currently represent the Township, it is anticipated that there will be one month 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 Tuesday, April 8th, 2021.

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. Requests may be made to attend any other Township Board, Commission or Committee and representation is required.
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 and Finance 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 and Finance 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 and Finance 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 and Finance Subcommittee or the Cascade Township Board, they will receive a minimum of five (5) 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

Bloom Sluggett

General Counsel (Shareholders) - \$210 per hour

General Counsel (Associates) - \$190 per hour

Paralegal - \$90 per hour

The Curcio Law Firm

General Counsel - \$150 per hour

Subcontractor – Not-to-exceed \$150 per hour

Paralegal - \$75 per hour

Dickenson Wright (Bond Counsel & Economic Development)

Bond Counsel – Set on a per project basis, billed as flat fee and paid from proceeds of a financing at closing

Fahey Schultz Burzych Rhodes PLC

General Counsel - \$305 - \$190 per hour based on attorney

General Counsel (Associates) - \$190 - 165 per hour

Paralegal - \$125 per hour

Prosecution Service Rates - \$190 per hour

Bond Counsel – Based on type and amount of the bond issues, typically paid from proceeds

Foster Swift

General Counsel - \$200 per hour

Bond Counsel – Quote in advance of project

Prosecution - \$200 per hour

Mika Meyers

General Counsel - \$235 per hour

Prosecution Services - \$215 per hour

Bond Counsel - \$250 per hour (typically quoted separately on a not-to-exceed basis)

Associate Attorney Services - \$170- \$210 per hour

Miller Canfield (Bond Counsel Only)

General Obligation Bonds

- Base Fee - \$7,500
- \$4.00 per \$1,000 of bonds up to \$6 million face amount
- \$2.00 per \$1,000 of bonds between \$6 million and \$10 million

Shifman & Carlson

General Counsel (Partners) - \$220 per hour

General Counsel (Senior Associates) - \$210 per hour

General Counsel (Associates) - \$190 per hour

Law Clerks/Paralegals - \$90 per hour

Bond Counsel – Quote at time of need

Bloom Sluggett, PC

COUNSELORS & ATTORNEYS

Clifford H. Bloom

Direct Dial: (616) 965-9342

Direct Fax: (616) 965-9350

cbloom@bsmlawpc.com

April 6, 2021

Cascade Charter Township
Attn: Mr. Benjamin Swayze
Township Manager
5920 Tahoe Drive SE
Grand Rapids, Michigan 49546

Re: Proposal for Legal Services – Cascade Charter Township

Dear Mr. Swayze:

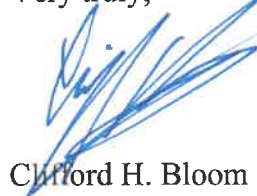
Enclosed in response to Cascade Charter Township's recent request is Bloom Sluggett, PC's proposal to provide legal services.

Bloom Sluggett, PC is first and foremost a public sector / municipal law firm. Over 75 percent of our total work involves representing townships, cities, villages and other municipal agencies. Bloom Sluggett, PC does not "dabble" in municipal / public sector law. That not only greatly enhances our expertise in the area, but also helps avoid conflicts of interest between our public sector clients and any private clients.

The breadth of our municipal practice is, we believe, unique. Currently, our firm represents over 57 Michigan municipalities (townships, cities, villages and other municipal agencies) as general legal counsel and over 40 Michigan townships as general legal counsel. We also represent a number of other municipalities (including Cascade Charter Township) as special legal counsel. Prior to 2012, I did a significant amount of legal work for Cascade Charter Township while at Law Weathers, PC (and before that, while at Freihofer, Oosterhouse, PC) from 1983 through the first quarter of 2012.

Thank you for the Township's consideration of our proposal. We would welcome the opportunity to meet with Township officials to answer any questions. We also encourage you and other Township officials to visit our website at www.BloomSluggett.com to obtain further information about who we are and what we do.

Very truly,



Clifford H. Bloom

Mr. Benjamin Swayze
April 6, 2021
Page 2

Enclosures

This proposal is authorized and approved for the firm.

By: /s/ Jeffrey V.H. Sluggett
Jeffrey V.H. Sluggett
President of Bloom Sluggett, P.C.

Bloom Sluggett, PC

Counselors & Attorneys

PROPOSAL:

PROFESSIONAL LEGAL SERVICES FOR CASCADE CHARTER TOWNSHIP

April, 2021

Bloom Sluggett, PC
The Waters Center Building
161 Ottawa Avenue NW, Suite 400
Grand Rapids, MI 49503

Phone: (616) 965-9340

Fax: (616) 965-9350

www.BloomSluggett.com

FIRM HISTORY AND PHILOSOPHY

Bloom Sluggett, P.C. (“BSPC”) was formed in April of 2012. BSPC is unique in that while it is a relatively new law firm, its attorneys have over 75 years of combined experience representing public sector clients. First and foremost, BSPC is a municipal law firm and BSPC attorneys have been recognized as some of the best municipal lawyers in West Michigan through various awards, peer recognition, and other acknowledgements.

At BSPC, our standard is excellence. We continuously strive to deliver the highest quality legal services in a prompt fashion and at a reasonable price. We have developed and are committed to maintaining a lower cost structure which allows us to keep our rates at reasonable levels. To enhance efficiencies, we have the ability to utilize both full-time and part-time attorneys, and to maintain a relationship with other attorneys whose expertise may be called upon when needed. Ultimately, the responsibility for the legal services provided rests with BSPC. We are proud to serve our clients and we will always put our clients first.

REPRESENTATIVE CLIENTS

BSPC has an unparalleled municipal practice and an expansive list of municipal and public sector clients. We currently serve as general legal counsel to the following municipalities:

• City of Walker	• Yates Township	• Croton Township
• City of Kentwood	• Sheridan Charter Twp.	• Big Prairie Township
• City of Saugatuck	• Alpine Township	• Pleasant Plains Township
• City of Coopersville	• White River Township	• North Plains Township
• City of Cedar Springs	• Lilley Township	• Lincoln Township
• City of Newaygo	• Ensley Township	• Dayton Township
• City of Stanton	• Merrill Township	• Sherman Township
• City of White Cloud	• Norwich Township	• Chester Township
• Village of Sand Lake	• Thornapple Township	• Troy Township

• Village of Pierson	• Leighton Township	• Martin Township
• Village of Lake Isabella	• Dorr Township	• Bois Blanc Township
• Village of Nashville	• Wright Township	• Grant Township
• Village of Lakeview	• Crystal Township	• Grattan Township
• Village of Howard City	• Bowne Township	• Home Township
• Village of Suttons Bay	• Sparta Township	• Richmond Township
• Village of Sparta	• Brooks Township	• Plainfield Charter Twp.
• Gaines Charter Township	• Winfield Township	• Lowell Charter Township
• Georgetown Charter Twp.	• Everett Township	• Burdell Township
• Eureka Charter Township	• Montcalm Township	• Lake Township (Huron County)
• Bridgeton Township	• Fife Lake Township	

In addition, we serve as special legal counsel for many other municipalities, and also serve as general or special legal counsel for a large number of public libraries, lake and property owner associations, and individual clients throughout Michigan. Please visit www.BloomSluggett.com for a more complete listing of representative clients.

While BSPC attorneys have had attorney-client relationships with the majority of its clients for a number of years (in some cases, decades), we welcome new clients and we give our new clients the same level of performance and loyalty.

PROPOSED ATTORNEY TEAM FOR CASCADE CHARTER TOWNSHIP

BSPC is pleased to present this proposal to provide legal services for Cascade Charter Township (the “Township”). BSPC believes in a “team approach.” Under our proposal, Cliff Bloom would be primarily responsible for providing legal services to the Township. Cliff would be the principal contact with the Township and act as the Township Attorney. Jeff Sluggett would serve as BSPC’s principal backup to Cliff and act as the Deputy Township Attorney. From time to time, attorneys Amy Jonker, Danielle Dawson and our other attorneys may also provide some legal services to the Township as well.

CLIFFORD H. BLOOM



Cliff has over 37 years of experience in the areas of real estate, riparian law and municipal/public sector law. Cliff is a native of Grand Rapids and received his undergraduate and law degrees from the University of Michigan.

Cliff represents the firm as general legal counsel for over 25 Michigan townships and also as general counsel for the City of Newaygo, the City of Stanton, the City of White Cloud, and the Village of Lake Isabella. He has extensive experience in zoning and planning matters and has lectured on those issues for various organizations including the Michigan Townships Association (“MTA”). He co-authored the MTA publication *The Township Guide to Planning & Zoning* and also wrote the MTA books *Municipal Civil Infractions--the Process* and *Township Cemetery Management*. Cliff has an AV Preeminent rating from Martindale-Hubbell and has been named a Michigan Super Lawyer from 2007-2020.

Cliff also has extensive experience in the areas of riparian/water law, property owners associations (including lake and condominium associations), zoning and planning and specialized real estate. He is general legal counsel for the Michigan Lakes & Streams Association, Inc. and authors a regular column for the Michigan Riparian Magazine. Cliff can be reached at (616) 965-9342 or cliff@bloomsluggett.com.

Bar Admission: State of Michigan (1983) (P35610)

JEFFREY V.H. SLUGGETT



Jeff graduated from the University of Oregon Law School in 1986. Jeff's practice is almost exclusively devoted to providing legal services to public sector clients. Jeff currently serves as City Attorney for the cities of Walker, Cedar Springs, Coopersville, Kentwood, and Saugatuck. He is also the Township Attorney for the townships of Alpine, Martin, North Plains, Thornapple, Winfield and Wright, as well as Village Attorney for the villages of Nashville, Sparta, Lakeview, Pierson, Suttons Bay, Sand Lake, and Howard City. A significant portion of Jeff's practice involves advising on zoning, economic development, utility and land use issues. He also has extensive experience in advocating for municipal legislative and administrative matters.

In 2010, Jeff was named a Distinguished Municipal Attorney of the Year by the Michigan Association of Municipal Attorneys. He is a former chairperson of the Public Corporation Law Section of the State Bar of Michigan and continues to actively serve on that body. He also formerly served as a member of the Michigan Municipal League's Legislative and Urban Affairs Committee and previously co-authored a Governmental Law section of Wayne State Law Review's Annual Survey of Michigan Law. Jeff has an AV Preeminent rating from Martindale-Hubbell and has been named a Michigan Super Lawyer in the area of government/public sector law from 2007-2020 as well as a Best Lawyer. Jeff also serves on the Board of Directors for the United Methodist Community House, a nonprofit institution operating in Grand Rapids. Jeff can be reached at (616) 965-9341 or jeff@bloomsfluggett.com.

Bar Admission: State of Michigan (1986) (P39440)

AMY R. JONKER



Amy has over seventeen years of litigation experience ranging from municipal and administrative courts to state and federal trial and appellate courts to arbitrations and mediations. She fell in love with the courtroom in law school when she joined the trial team and has been litigating ever since. Her practice has covered a wide array of civil litigation, including municipal, riparian and complex commercial litigation, real estate, banking and tax, and employment law. Amy is a detailed-oriented problem solver who seeks to deliver successful outcomes grounded in comprehensive, creative, and professional advocacy. She prides herself on successfully preserving wins on appeal.

Amy gained her skill set by working with large law firms in Chicago and Grand Rapids for the majority of her career. Originally from Grand Rapids, Amy attended Calvin College, then obtained her law degree from DePaul University College of Law (2004). She served as captain of the trial team, won multiple awards for her trial skills, served as editor of the Women's Law Journal, and interned with Judge Matthew Kennelly of United States District Court for the Northern District of Illinois. She was admitted to the Illinois bar in 2004 and to the Michigan bar in 2009, as well as to multiple federal jurisdictions. She has won awards for her pro bono work in trial court and was named a Rising Star by Super Lawyers.

Bar Admission: State of Michigan (2009) (P73906)

State of Illinois (2004)

Eastern and Western Districts of Michigan (2009)

Northern and Southern Districts of Indiana (2005)

Northern, Central and Southern Districts of Illinois (2004)

Seventh Circuit Court of Appeals (2004)

Sixth Circuit Court of Appeals (2016)

DANIELLE N. DAWSON



Danielle has practiced law for over five years. Following completion of her undergraduate degree in Communications and Business at Michigan State University, Danielle received her law degree from Western Michigan Thomas M. Cooley Law School (2014). While in law school Danielle worked at Grand Rapids Community College in the General Counsel's Office where she focused on internal ethics investigations. After graduating, she joined the United States Attorney's Office in the Eastern District of Michigan and was assigned to the Asset Forfeiture Unit.

During her time with the U.S. Attorney's office, Danielle worked extensively with representatives from a variety of federal law enforcement agencies including Homeland Security, the U.S. Marshall's office and the F.B.I. Danielle has experience in federal litigation, criminal law and law enforcement issues, and employment law.

Danielle is a member of the State Bar of Michigan's Public Corporation Law Section, the Prosecuting Attorneys Association of Michigan, the Michigan Association of Municipal Attorneys, the Michigan Municipal League, the Michigan Townships Association, and the Grand Rapids Bar Association.

Practice Area: Public sector, prosecution, ordinance enforcement and general litigation.

Bar Admission: State of Michigan (2016) (P70518)

COST PROPOSAL; RATES; COSTS; METHODOLOGY OF BILLING FOR LEGAL SERVICES

At BSPC, we are committed to providing quality legal services at reasonable rates. We would provide general municipal legal services to the Township at the rate of \$210 per hour for shareholders and \$190 per hour for associates. BSPC's hourly rate for our paralegal is \$90 per hour. Those per hour attorney rates would include all of the general municipal services that BSPC would provide to the Township as specified in Sections 3.1, 3.3 and 3.4 of the Township's request for proposals for legal services. Rates are usually adjusted on April 1 of each year. When we do raise rates, such annual increases rarely exceed 0-5%. We bill in increments of 0.1 hour for work performed by attorneys and paralegals.

Our firm charges for postage and copies at 15¢ per page for black and white copies and 25¢ for color copies. Our firm does not charge any fees for computer based legal research programs, long distance or local telephone calls, file review by staff or facimile transmissions. The time that our attorneys spend on legal reasearch, substantive telephone conferences, reviewing documents and other materials to prepare for a telephone conference, court action, etc. and similar undertakings are billed at the hourly rate of the attorney involved. While the majority of legal documents are now electronic, when a large printing or mailing project is involved, we charge for postage and copies, but not for routine or minimal copies or mailings. Traditional litigation costs such as deposition transcripts, mediator fees, filing fees, motion fees and similar fees, and outside expert reports benefiting the client in particular cases are billed and clearly designated and identified on BSPC bills.

As part of its review, we encourage the Township to concentrate not only on hourly rates, but on experience as well. Given our depth and experience in municipal law (particularly with municipalities in Kent County and surrounding areas), we are often able to complete projects efficiently and for less cost than attorneys without comparable experience.

OFFICES AND FACILITIES

Our office is in downtown Grand Rapids in the Waters Center Building at 161 Ottawa Avenue NW, Suite 400, Grand Rapids, Michigan 49503.

We have excellent support staff, state of the art computer systems, computer legal research databases, a large conference room (with access to another conference room elsewhere in the building), a law library and other useful legal resources.

CORPORATE ENTITY

BSPC is a Michigan professional corporation. BSPC is also certified or licensed to operate in Michigan. Please see the enclosed certificate.

PAST LEGAL SERVICES TO CASCADE CHARTER TOWNSHIP

One of BSPC's attorneys and shareholders, Cliff Bloom, did significant legal work for and on behalf of the Township in the past. Cliff Bloom was an assistant Cascade Charter Township attorney under Walter Freihofer from 1983 until late 1986. From the end of 1986 and until BSPC was created in 2012, Cliff also did extensive legal work for the Township while at Law Weathers. Recently, the Township hired BSPC and Cliff as special legal counsel regarding the Roundhill PUD development proposal, the Thornapple River Special assessment proceedings and other special legal projects. Amy Jonker is also working currently with the Township regarding several property tax appeals.

REPRESENTATIVE MUNICIPAL CLIENTS

In the Township's request for proposals for legal services at Section 4.2, the Township asks for a representative sample of municipal clients similar to Cascade Charter Township (but no more than three) and that we provide the following information:

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.

We respond as follows:¹

Gaines Charter Township -

1. BSPC is general legal counsel for Gaines Charter Township and does all of its general legal work, including, but not limited to, zoning and planning (land use), contracts, election law, real estate, negotiations, ordinance enforcement and prosecution, utilities and general negotiations. Labor, tax appeals, employee benefits and bonding/ financing are performed by other legal firms.
2. There is no written legal services contract or agreement. The relationship is "at will".

¹ We have included 4 years instead of 3 as 2020 was unusual due to COVID.

3. BSPC's billings for this client for the last four years was as follows:

2017 - \$11,022.50	(67.50 hours billed)
2018 - \$18,798.50	(112.00 hours billed)
2019 - \$73,128.80	(385.00 hours billed)
2020 - \$41,513.40	(201.70 hours billed)

City of Newaygo -

1. BSPC is general legal counsel for the City of Newaygo and does all of its general legal work, including, but not limited to, zoning and planning (land use), contracts, election law, tax appeals, real estate, negotiations, ordinance enforcement and prosecution, utilities and general negotiations. Labor, employee benefits and bonding/ financing are performed by other legal firms.
2. There is no written legal services contract or agreement. The relationship is "at will".
3. BSPC's billings for this client for the last four years was as follows:

2017 - \$20,839.00	(112.90 hours billed)
2018 - \$20,857.50	(108.80 hours billed)
2019 - \$13,662.60	(72.40 hours billed)
2020 - \$17,625.80	(94.90 hours billed)

Grattan Township -

1. BSPC is general legal counsel for Grattan Township and does all of its general legal work, including, but not limited to, zoning and planning (land use), contracts, election law, real estate, negotiations, ordinance enforcement and prosecution (but not traffic or criminal cases), tax appeals, utilities and general negotiations. Labor, employee benefits and bonding/ financing are performed by other legal firms.
2. There is no written legal services contract or agreement. The relationship is "at will".
3. BSPC's billings for this client for the last four years was as follows:

2017 - \$40,885.50	(235.30 hours billed)
2018 - \$51,162.50	(272.10 hours billed)
2019 - \$51,628.00 ²	(273.90 hours billed)
2020 - \$67,165.00 ²	(328.30 hours billed)

² The attorney fees during such years were higher than normal due to legal work associated with a new public sanitary sewer system.

SUMMARY OF ATTORNEY QUALIFICATIONS AND STATUS

All of our attorneys meet the qualification requirements specified in Sections 4.3 and 4.4 of the Township's request for proposals for legal services.

1. Clifford H. Bloom (P-35610)
11695 Round Lake Trail, Lowell, Michigan 49331
Undergraduate Degree: Bachelor of Arts - University of Michigan 1980
Law Degree: Juris Doctorate degree - University of Michigan 1983
Date of Admission to the Michigan Bar Association: 1983
Years practicing law: 38 years
Years of municipal/public law experience: 38 years
Areas of municipal expertise - General municipal / public sector law.

2. Jeffrey V.H. Sluggett (P39440)
1720 Danby Lane, SE, East Grand Rapids, Michigan 49506
Undergraduate Degree: Michigan State University in 1981
Law Degree: Juris Doctorate degree - University of Oregon Law School 1986
Date of Admission to the Michigan Bar Association: 1986
Years practicing law: 35 years
Years of municipal/public law experience: 35 years
Areas of municipal expertise - General municipal / public sector law.

3. Amy R. Jonker (P73906)
2738 Hall Street, SE, East Grand Rapids, Michigan 49506
Undergraduate Degree: Calvin College
Law Degree: Juris Doctorate degree - DePaul University College of Law 2004
Date of Admission to the Michigan Bar Association: 2009 (Illinois - 2004)
Years practicing law: 17 years
Years of municipal/public law experience: 2 years
Areas of municipal expertise - Municipal / public sector litigation and property tax appeals.

4. Danielle N. Dawson (P70518)
Vergennes Township (Lowell area), Michigan
Undergraduate Degree: Michigan State University
Law Degree: Juris Doctorate degree - Western Michigan Thomas M. Cooley Law School 2014
Date of Admission to the Michigan Bar Association: 2016
Years practicing law: 5 years
Years of municipal/public law experience: 3 years
Areas of municipal expertise - Municipal / public sector prosecution and litigation.

* * *

All BSPC attorneys possess a juris doctorate degree and graduated from a law school accredited by the American Bar Association. Every attorney in our firm is a member in good standing with the Michigan State Bar Association.

SPECIAL EXPERTISE

Although BSPC attorneys are well versed in virtually all general municipal and public sector law matters, we have particularly extensive experience in the areas of zoning and planning and water law (including lakes and rivers).

STAFF

BSPC has a staff of four in-house employees – an office manager/chief legal secretary, two legal secretaries/assistants and one paralegal who assists with a variety of municipal matters, including ordinance prosecution work, tax appeals and general litigation.

AUTHORIZED NEGOTIATIONS

Cliff Bloom and Jeff Sluggett are authorized to negotiate any proposed contract with the Township on behalf of BSPC. Cliff's direct telephone number is (616) 965-9342, while Jeff's is (616) 965-9341.

REFERENCES

BSPC hereby grants the Township and its officials express permission to contact and interview personnel at any of the professional references mentioned below, as well as any other BSPC municipal client.

SERVICES TO BE PROVIDED BY BSPC

BSPC proposes that it would provide the overwhelming majority of legal services to the Township for whatever time period the Township deems appropriate. Such services would include, but not necessarily be limited to, general municipal law, contracts, real estate, ordinance enforcement and prosecution, real and personal property tax appeals, general litigation, condemnation, zoning and planning (land use), public works, purchasing and procurement, and FOIA and OMA related legal services. However, BSPC would not perform the specialized legal services involving bonding/finance, environmental, labor or employee benefits. In the past, the Township has utilized at least two different law firms – one for its general municipal work and another for its bonding/labor/finance/utilities legal work. There certainly is an advantage for some municipalities to take that approach. Should a conflict of interest arise with regards to

the general municipal work, the special legal counsel for bonding, labor, etc. could step in to provide legal services regarding that conflict of interest.

BSPC is ready, able and willing to provide the legal services to the Township outlined in Sections 3.1, 3.3 and 3.4 of the Township's request for proposals for legal services.

CONFLICT OF INTEREST

BSPC's conflict of interest policy is simple. We will not represent one client against another. Accordingly, should a conflict of interest arise, we would disclose any potential conflict of interest to both clients and recommend that each client obtain special outside legal counsel for the matter for which the conflict arises.

Unfortunately, a significant number of law firms in Michigan that do municipal or public sector law still represent clients adverse to municipalities where their municipal client is not directly involved. Some municipal firms even sue other non-client municipalities, thus potentially creating Michigan appellate case law or precedent that could be adverse to all municipalities, including the firm's own municipal clients. It has been BSPC's general policy that absent highly unusual circumstances, BSPC will not engage in litigation against a non-client municipality.

In addition to actual conflicts of interest, there are situations whereby a firm may engage in legal work for private sector clients that does not present an actual conflict of interest as to one of that firm's municipal clients, but could nevertheless still have negative impacts upon a municipal client. For example, if a firm does corporate, environmental, labor or other legal work for a private enterprise or client that engages in business practices, policies, developments, etc. that are adverse to one of the law firm's municipal clients, that would not constitute a direct conflict of interest but could still have a negative impact upon the municipality involved. Such relationships frequently are not even disclosed. One of the reasons why BSPC was created was to be able to avoid conflict of interest and semi-conflict of interest situations so often faced by large firms that do significant private sector legal work but also perform some municipal legal work.

BSPC does not envision that any conflicts of interest would arise involving adjoining or nearby municipalities represented by BSPC if the Township hires BSPC as general legal counsel. Also, given that BSPC does not represent Kent County, BSPC would not have any conflict of interest in representing the Township in matters adverse to the Gerald R. Ford International Airport.

During the past three years, we do not recall any situations where two or more of our municipal clients had conflicts of interest where we had to withdraw as legal counsel. Quite often, we receive inquiries from private individuals, companies or firms who ask us to represent them in a manner that is adverse to one of our municipal clients or other non-client municipalities and we routinely decline such representation requests.

BILLING

BSPC bills its clients on a monthly basis. BSPC's bills are detailed and easy to understand. Attorney fees are clearly broken out separately from costs and other matters in the monthly bills. Enclosed is a simulated sample of one of BSPC's bills.

BSPC's computer billing system allows our firm to customize bills in most any format that a client desires.

INSURANCE

BSPC meets all of the insurance requirements specified in the Township's request for proposals for legal services.

ACCEPTANCE PERIOD

This proposal by BSPC shall remain open for 90 days for possible acceptance by the Township.

ACCESSIBILITY, RESPONSIVENESS AND TURNAROUND TIME

BSPC and its attorneys pride themselves on their responsiveness and quick turnaround time for the overwhelming majority of municipal projects. New municipal clients are consistently impressed with how quickly we respond and finish legal projects. As far as accessibility, all BSPC attorneys answer their own telephone and are typically available after hours and on weekends for emergency situations. Promptness and accessibility are very important to us.

As for turnaround time, most small projects, emails and limited time work are completed, responded to or dealt with almost immediately, and usually within a few hours. As for more substantial legal projects, we ask the client what the due date or timetable is and we will meet all applicable deadlines or finish the work even before the deadline.

Furthermore, given our depth and experience, we are able to attend last minute meetings and handle client emergencies as they arise in a prompt fashion. It has been common for our attorneys to attend meetings upon only a few hours advanced notice.

PROFESSIONAL REFERENCES

We invite you to contact the following references to inquire about the municipal legal services we have rendered:

Robert DeWard
Supervisor, Gaines Charter Township
8555 Kalamazoo Avenue
Caledonia, Michigan 49316
(616) 698-6640

Daniel Carlton
Manager, Georgetown Charter Township
1515 Baldwin Street, PO Box 769
Jenison, Michigan 49429-0769
(616) 457-2340

Jon Schneider
City Manager, City of Newaygo
28 North State Street
Newaygo, Michigan 49337
(231) 652-1657

Darrel Schmalzel
City Manager, City of Walker
4343 Remembrance Road
Walker, Michigan 49534
(616) 791-6787

Frank Force
Supervisor, Grattan Township
12050 Old Belding Road
Belding, Michigan 48809
(616) 691-8450

Greg Madura
Supervisor, Alpine Township
5255 Alpine Avenue NW
Comstock Park, Michigan 49321
(616) 784-1262

David Wright
Supervisor, Big Prairie Township
2815 S. Elm Avenue
White Cloud, Michigan 49349
(231) 689-1385

Timothy Wolff
Manager, Village of Lake Isabella
1010 Clubhouse Drive
Weidman, Michigan 48893
(989) 644-8654

Mike Cockerill
Supervisor, White River Township
7386 Post Road
Montague, Michigan 49437
(231) 894-9216

Additional references are available upon request.

CONCLUSION

At Bloom Sluggett, PC, we appreciate the significance of long-term relationships between attorneys and clients, and the uncertainty that can come with ending those relationships and building new ones. We believe that the attorneys at Bloom Sluggett, PC are well-suited to provide the legal services that the Township needs. We are confident that our approach to practicing law, and our commitment to providing excellent legal services at reasonable costs, will prove to be an efficient and successful way of handling the Township's legal needs.

For more information, or for questions, please feel free to contact:

Clifford H. Bloom

Direct Dial: (616) 965-9342

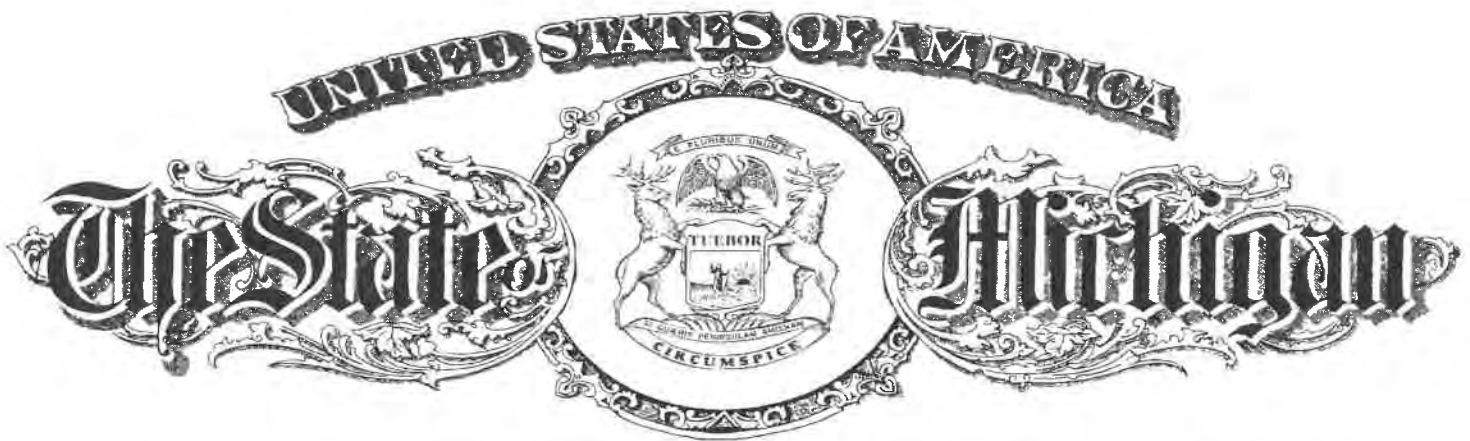
Direct Fax: (616) 965-9350

Email: cliff@bloomsluggett.com

Vist our website and blog at www.BloomSluggett.com

* * *

Thank you for inviting Bloom Sluggett, PC to present this proposal for legal services to Cascade Charter Township. We are honored by the invitation.



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

BLOOM SLUGGETT, P.C.

was validly incorporated on December 27, 2011 as a Michigan DOMESTIC PROFESSIONAL CORPORATION, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1972 PA 284 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to transact business and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



Sent by electronic transmission

Certificate Number: 21030882705

*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 31st day of March, 2021*

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Bloom Sluggett, PC

161 Ottawa Ae, NW,
Suite 400
Grand Rapids, MI 49503

April _____, 2021

Sample Township
Attn: John Doe, Township Clerk
123 Main Street
Sample, MI 44444

Re: 19563-002
Sample Township – 12345-001

Enclosed is invoice 20191, which covers services through 3/31/2020. This invoice, dated 4/9/2020, is for \$125.00. Prompt payment of your total balance is appreciated and is due 30 days from invoice date.

Billing Summary

Total for services rendered	\$125.00
Total expenses	\$0.00
Total previous balance	\$0.00
Total payments and other transactions	\$0.00
Balance Due	\$125.00

If you have questions, please call us at (616) 965-9340. Thank you.

Enclosure

Bloom Sluggett, PC

161 Ottawa Ae, NW,
Suite 400
Grand Rapids, MI 49503

Sample Township
Attn: John Doe, Township Clerk
123 Main Street
Sample, MI 44444

April ____, 2021

Invoice # 20191

Professional Services

		<u>Hours Amount</u>	
3/12/2021 AJ	Email correspondence from foreclosure attorneys providing redemption quotes for 123 Main Street and several other properties. Email correspondence with Mr. Doe regarding incorrect redemption amount in redemption letter and need for additional information to resolve that issues. Email correspondence to Lending Home and foreclosure attorneys confirming two week extension of redemption period.	0.50	125.00
		<hr/>	<hr/>
	For professional services rendered	0.50	\$125.00
		<hr/>	<hr/>
	Balance due		\$125.00
		<hr/>	<hr/>

A \$25 returned check fee will be charged for each occurrence, in addition to bank charges.



**Proposal for General Legal Services
Cascade Charter Township**

Proposal for General Legal Services

To: Mr. Benjamin Swayze, Township Manager
Cascade Charter Township

From: Curcio Law Firm PLC

Date: April 8, 2021

Proposal Summary

We propose providing general-counsel legal services to Cascade Charter Township at an hourly rate of \$150 per hour. This represents a significant discount from the rate the firm typically charges for similar services. The discount is being offered in recognition of the fact that the Township may need to retain separate legal counsel for ordinance prosecution and bond projects. The proposed rate of \$150 per hour would remain in effect for the duration of the 4-year contract.



Attorney Nick Curcio

The Curcio Law Firm is a boutique solo practice that focuses on municipal law and appellate litigation. Attorney Nick Curcio has over a decade of experience in these areas. After graduating from Notre Dame Law School and passing the Michigan bar exam in 2010, he began as a law clerk for a federal appeals court in Atlanta. He then moved into private practice in the Grand Rapids office of Dickinson Wright PLLC, which has one of the top municipal law departments in Michigan. In that capacity, he served as legal counsel to over 15 municipalities across the state, with clients ranging from small villages and townships to major cities like Grand Rapids and Mt. Pleasant.

Nick founded the Curcio Law Firm in September 2018. The firm's mission is to provide top-notch municipal representation more efficiently

and affordably than other providers. The firm operates with low overhead and maintains a select client base.

Required Proposal Content

1. Business Organization

The Curcio Law Firm PLC is a Michigan professional limited liability company. Pertinent corporate filings are attached in **Tab A**. The firm operates from a home office with an address of 16905 Birchview Drive, Nunica, MI 49448. The firm's website can be found at the following address: www.curciofirm.com

2. Firm Experience

The firm serves as general counsel for five West Michigan communities: the City of Allegan, the City of New Buffalo, the City of South Haven, the Village of Stevensville, and Saugatuck Township. Nick handles a broad range of matters for these clients, as described in detail below.

2.1 Client Contact Information

Client Name:	City of Allegan
Contact Name:	Joel Dye, City Manager
Mailing Address:	112 Locust Street Allegan, MI 49010
Phone Number:	(269) 673-5511 Ext. 229
Email:	jdye@cityofallegan.org

Client Name:	City of New Buffalo
Contact Name:	Rich Killips, Police Chief / Interim City Manager (former)
Mailing Address:	224 West Buffalo Street New Buffalo, MI 49117
Phone Number:	(269) 469-1500
Email:	rkillips@cityofnewbuffalo.org

Client Name: City of South Haven
Contact Name: Kate Hosier, Assistant City Manager
Mailing Address: 539 Phoenix Street
South Haven, MI 49090
Phone Number: (269) 637-0775
Email: khosier@south-haven.com

Client Name: Village of Stevensville
Contact Name: Tiffany Moore, Clerk
Mailing Address: 5768 Saint Joseph Avenue
Stevensville, MI 49127
Phone Number: (269) 429-1802
Email: clerk@villageofstevensville.us

Client Name: Saugatuck Township
Contact Name: Joe Frey, Township Manager
Mailing Address: 3461 Blue Star Hwy
Saugatuck, MI 49453
Phone Number: (269) 857-7721
Email: manager@saugatucktownship.org

2.2 Contracts and Billing Synopses for Similar Clients

Copies of the firm's contracts and billing synopses for the City of Allegan, City of South Haven, and Saugatuck Township are attached in **Tab B**.

2.3 Representative Matters

Nick has focused on municipal law since beginning his career in private practice, representing clients in areas including ordinance drafting, First Amendment issues, Freedom of Information Act, Open Meetings Act, right-of-way regulation, utilities, eminent domain, intergovernmental agreements, election law, tax increment financing, zoning, and economic development. The following subsections provide further details about the firm's experience and expertise.

2.3.1 Municipal Litigation

Nick has a strong litigation background and takes pride in his ability to represent his municipal clients in court. His more significant litigation matters include:

- *City of Grand Rapids v. Arath III, Inc.*, Case No. 337920 (Mich. App. 2018) – Nick was the principal brief writer in a case involving a collapsing sidewalk above an underground basement. The owner of the adjoining building disclaimed responsibility for the collapse and refused to pay for its repair. Nick’s briefs persuaded the Court of Appeals that the owner was responsible. The court held, as a matter of first impression, that occupants of underground vaults owe a duty of care to protect the infrastructure above.

- *Hooker v. Moore*, Case No. 158983 (2019) – Nick represented Muskegon County Drain Commissioner Brenda Moore on an application for leave to appeal to the Michigan Supreme Court. The case was about whether the Election Law’s “factuality” requirement means that the statements in a recall petition must be true, or whether they must simply be “stated as facts” rather than opinions. Ms. Moore retained the firm after the Court of Appeals adopted the latter interpretation. The Michigan Township Association (MTA) provided an amicus brief supporting Ms. Moore’s position.

- *Saugatuck Dunes Coastal Alliance v. Saugatuck Township*, Case No. 160358 (pending) – In 2016, Nick represented the Township’s Planning Commission in a lengthy approval process for a residential development surrounding a manmade boat basin on the Kalamazoo River. An environmental group appealed that decision, and Nick has worked closely with the Township’s insurance counsel to defend the Planning Commission’s decision. The circuit court and Court of Appeals ruled for the Township, finding that the appellant did not own property affected by the zoning decision and therefore lacked legal standing to bring the case. The case has been heavily covered in statewide media and is currently pending before the Michigan Supreme Court.

- *City of South Haven v. Sitties LLC* (Van Buren Circuit Court) – Nick served as lead counsel in a condemnation case involving an oddly shaped

parcel of former railroad right-of-way. One defendant contested the City's offer of just compensation, but did not pursue its claim for nearly three years. Nick successfully argued that the claim should be dismissed under a novel "failure to prosecute" theory, convincing the court that value of the property at the time of the taking could no longer be fairly evaluated.

2.3.2 Planning and Zoning

Nick has particular expertise in planning and zoning. He has presented at several conferences on options for regulating vacation rentals in residential homes, including presentations to the Michigan Township Association (MTA) and the Michigan Association of Municipal Attorneys (MAMA). Nick has also assisted the Michigan Municipal League (MML) in preparing guidance on marijuana regulation. Nick has litigated over half a dozen zoning cases in state circuit courts, including:

- *City of New Buffalo v Lijeweski and Sons LLC* (Berrien)
- *Burnett v City of South Haven* (Van Buren)
- *GES Properties v Mackinaw City* (Cheboygan)
- *Johnson v City of Charlevoix* (Charlevoix)
- *Kal-Haven Bikes v City of South Haven* (Van Buren)
- *MacAllister Rentals v Milford Township* (Oakland)
- *Nixon v City of South Haven* (Van Buren)
- *Swindle v City of New Buffalo* (Berrien)

2.3.3 Intergovernmental Agreements and Regional Authorities

Nick has drafted intergovernmental agreements covering many topics, including joint management of municipal airports, cemeteries, water/sewer systems, and public parks. Several of those agreements created new legal entities for which the firm now serves as legal counsel, assisting with general governance matters and other issues. The firm's joint-authority clients include the South Haven Area Water/Sewer Authority ("SHAWSA") and the Pine Grove Cemetery Authority, which serves the City of New Buffalo and New Buffalo Township.

2.3.4 Real Estate

The firm regularly assists municipalities with real estate transactions, as both purchaser and seller. This work has included drafting and negotiating buy-sell agreements, resolving title defects, reviewing and preparing closing documents, and representing municipalities in condemnation proceedings. Nick has also worked on more complex real estate matters, including projects involving United States Department of Agriculture – Rural Development (“USDA-RD”) funding or Michigan Department of Natural Resources Trust Fund grants. Further, Nick has counseled municipal clients on their rights under buy-sell agreements in real estate disputes.

2.3.5 Election Law

Nick regularly advises clients regarding the administration of elections and has litigated several high-profile election cases. For example, the firm successfully represented the City of New Buffalo in a recent suit about whether a proposed initiative ordinance regarding recreational marijuana should have been placed on the November 2020 election ballot.

2.3.6 Brownfield and Other Tax Increment Financing

Nick has worked extensively with the South Haven Brownfield Development Authority and other similar entities on tax increment financing projects. He is well versed in the types of expenses that can be reimbursed under applicable statutes and is also familiar with related environmental laws.

2.3.7 Public Works

Nick has assisted municipal clients with several large-scale easement acquisition of projects, mostly involving water/sewer infrastructure. He has particular expertise in interpreting and advising clients regarding dedications of plats, parks, and other public property.

2.3.8 Employment Law

Nick advises municipal clients on personnel matters including the negotiation of employment agreements, employee discipline, and public access to personnel files.

3. Attorney Identifying Information

The Curcio Law Firm PLC is a solo practice. The firm proposes that attorney Nick Curcio be appointed Township Attorney and be the Township's principal contact. Nick graduated *magna cum laude* from Notre Dame Law School in 2010. He was admitted to the Michigan Bar in 2012, near the conclusion of his federal clerkship, and been a member in good standing since that time. His identifying information is as follows:

Bar Number:	P-75824
Personal Address:	16905 Birchview Drive Nunica, MI 49448
Phone:	(616) 430-2201
Email:	ncurcio@curciofirm.com
Website:	www.curciofirm.com

4. Assigned Attorney Information

Nick's resume is attached in **Tab C**. In addition to his municipal law expertise, Nick also has successful real estate and appellate practices.

Nick is accessible to clients by phone and email. He endeavors to respond to messages on the business day in which they are received, or within no more than 24 hours. Nick is also available to meet with clients in their municipal offices when needed or convenient. Unless precluded by another obligation, Nick would generally be available to meet with Township personnel on an emergency basis if given an hours' notice.

5. Facilities

Nick works in a home office in Nunica, which is a small unincorporated community west of Grand Rapids. The office has quality computer hardware, including a color printer and high-volume color scanner. The firm uses the state-of-art software program Clio for document management, timekeeping, billing, and other practice management functions. The firm's significant investments in computing technology increase its efficiency and provide research capabilities on par with any larger firm.

6. Authorized Negotiations

Nick is the firm's sole principal and is authorized to negotiated on its behalf. Nick's contact information is provided in Section 3 above.

7. References

The firm grants the Township permission to contact and interview personnel at any location that the firm has provided municipal attorneys to by contract or otherwise. The firm further grants the Township permission to contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating this proposal.

Nick specifically recommends that the Township contact Kate Hosier and Joel Dye as references, since they are the client contacts with which he has had the longest relationships. Their contact information is listed in Section 2.1 above. As an additional reference, we offer:

Reference Name:	Brian Dissette, County Administrator Berrien County
Mailing Address:	701 Main Street St. Joseph, MI 49085
Phone Number:	(269) 983-7111 Ext. 8601
Email:	bdissette@berriencounty.org
Relationship:	Brian was the former City Manager in South Haven. Nick worked with him in that capacity from 2013 to 2020.

8. Conflicts of Interest

Because over 90% of the firm's work involves representing municipalities, we do not anticipate that a conflict of interest would ever arise. Since its inception, the firm has never had to recuse itself from participating in an issue with a municipal client due to a conflict of interest. If selected for an ongoing attorney-client relationship with the Township, the firm agrees not to represent clients that may have an interest adverse to the Township without first informing the Township Manager and obtaining written permission to do so.

9. Cost Proposal

We propose an hourly billing rate of \$150 for Nick Curcio's general counsel services. In the event that an attorney subcontractor is retained to assist with a project, the subcontractor's time would be billed at an hourly rate not to exceed \$150 per hour, or on a flat-fee basis approved in advance by the Township Manager. Research tasks performed by legal assistant Clay Harris, a law student at the University of Notre Dame, are billed at \$75 per hour. These rates would be memorialized in an agreement similar to those attached in **Tab B**. The agreement would "lock in" rates at the proposed levels through December 31, 2025. The agreement would also require the firm to maintain insurance coverage as required in Section 1.2(D) of the RFP.

The Township would not be charged for routine copying or printing, fees charged by legal-research providers, secretarial or administrative labor, phone or fax charges, or other typical overhead costs. The Township would be charged for mileage reimbursement at the federal rate and for the actual cost of unusually large printing projects (*e.g.*, the printing of largescale site plans, litigation administrative records, etc.).

Nick's experience qualifies him to perform the full scope of the "General Counsel" work described in the RFP. If the need for bonding or ordinance prosecution arises, Nick would work cooperatively with attorneys from other firms. Nick routinely works with municipal finance attorneys when serving other clients, and he has an especially good relationship with the attorneys at his former firm, Dickinson Wright PLLC.

From time to time, the Township may encounter other particularly challenging issues that would be best handled by a specialist attorney. For example, some environmental issues are too complex for a general municipal attorney to competently handle. In these situations (which would likely be quite rare), Nick would work with the Township to identify an appropriate firm to serve as special outside counsel.

Nick would attend meetings of the Township Board and other administrative boards as requested. He does not regularly attend meetings

on Wednesdays for other clients, so he anticipates that he would be generally available to attend meetings when needed.

Submitted:

A handwritten signature in blue ink, appearing to read "C. Nicholas Curcio", is written over a horizontal line.

C. Nicholas Curcio

Attachment List

Tab A – Corporate Filings

Tab B – Representative Contracts and Billing Synopses

Tab C – Resume

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU**

Date Received

AC1

(FOR BUREAU USE ONLY)

AUG 22 2018

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name

Charles Nicholas Curcio

Address

13412 Red Leaf Court

City

Nunica

State

Michigan

ZIP Code

49448

TransInfo:1 33132500-1 08/20/18
 CURC: 1101 4263 930 02
 ID: CHARLES CURCIO

FILED

EFFECTIVE DATE:

AUG 23 2018

ADMINISTRATOR
CORPORATIONS DIVISION

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

ARTICLES OF ORGANIZATION

For use by Domestic Professional Service Limited Liability Companies

(Please read information and instruction on last page)

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned execute the following Articles:

ARTICLE I

The name of the professional limited liability company is: The Curcio Law Firm PLC

ARTICLE II

The limited liability company is organized for the sole and specific purpose of rendering the following professional service(s):
 Legal services provided by attorney Charles Nicholas Curcio, an attorney in good standing with the State Bar of Michigan (P75824), and other attorneys the firm may employ from time to time.

ARTICLE III

The duration of the limited liability company if other than perpetual is: _____

ARTICLE IV

- The name of the resident agent is: Charles Nicholas Curcio
- The address of the registered office is:

<u>13412 Red Leaf Court</u>	<u>Nunica</u>	<u>Michigan</u>	<u>49448</u>
(Street Address)	(City)		(ZIP Code)
- The mailing address of the registered office, if different than above:

<u>3547 Alpine Avenue, NW #104</u>	<u>Grand Rapids</u>	<u>Michigan</u>	<u>49544</u>
(Street Address or P.O. Box)	(City)		(ZIP Code)


ARTICLE V

All members and managers, will be duly licensed or otherwise legally authorized to render one or more of the professional service(s) for which this limited liability company is organized, except as otherwise provided in Section 904 of P.A. 23 of 1993 or prohibited.

ARTICLE VI (Insert any additional provisions authorized by the act, attach additional pages if needed.)

[Empty box for Article VI provisions]

Signed this 16th day of August 2018



(Signature(s) of Organizers(s))

Charles Nicholas Curcio

(Type or Print Name(s) of Organizer(s))

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 802229182

[Request certificate](#)

[Return to Results](#)

[New search](#)

Summary for: THE CURCIO LAW FIRM PLC

The name of the DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY: THE CURCIO LAW FIRM PLC

Entity type: DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY

Identification Number: 802229182

Date of Organization in Michigan: 08/23/2018

Term: Perpetual

The name and address of the Resident Agent:

Resident Agent Name: CHARLES NICHOLAS CURCIO

Street Address: 16905 BIRCHVIEW DR

Apt/Suite/Other:

City: NUNICA State: MI Zip Code: 49448

Registered Office Mailing address:

P.O. Box or Street Address:

Apt/Suite/Other:

City: State: Zip Code:

Act Formed Under: 023-1993 Michigan Limited Liability Company Act

Acts Subject To: 023-1993 Michigan Limited Liability Company Act

Managed By:

Members

View filings for this business entity:

- ALL FILINGS
- ANNUAL REPORT/ANNUAL STATEMENTS
- CERTIFICATE OF CORRECTION
- CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT
- RESIGNATION OF RESIDENT AGENT
- CERTIFICATE OF ASSUMED NAME

[View filings](#)

Comments or notes associated with this business entity:

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services (the "Agreement") is made as of _____, 2018, between the City of Allegan, a Michigan municipal corporation with its principal address at 112 Locust Street Allegan, MI 49010 (the "City"), and the Curcio Law Firm PLC, a Michigan professional limited liability company with its registered mailing address at 3547 Alpine Avenue, NW #104, Grand Rapids, MI 49544 (the "Firm").

RECITALS

A. The City desires to engage the services of the Firm to render certain legal and consulting advice and assistance with regard to the affairs of the City.

TERMS AND CONDITIONS

For the consideration in and referred to by this Agreement, the parties agree as follows:

1. Scope of Services. The Firm agrees to provide such legal and consulting assistance as may be requested by the City, including but not limited to the following:
 - a. Provide legal advice, counsel, services, training, consultation, and opinions to the City Council, Boards and Commissions, and all levels of the City 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 (Freedom of Information Act), Open Meetings Act, and tort law. The Firm's advice shall include methods to avoid civil litigation.
 - b. Furnish legal representation at City Council and other meetings as requested.
 - c. Appear before courts and administrative agencies to represent the City's interests.
 - d. Prosecute ordinance violations, including traffic and appearance citations.
 - e. Prepare and review ordinances and resolutions, contracts, and other documents for legal correctness and acceptability.
 - f. Work cooperatively with special legal counsel retained by the City for special projects.
 - g. Coordinate with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel. The parties anticipate that Roger Swets of Dickinson Wright PLLC will continue serving as the City's bond counsel.
 - h. Assist City 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.
 - i. Assist officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.

- j. Provide the City Council with guidance as to Robert's Rules of Orders and related procedural matters relating to Council meetings, as requested.
 - k. Prepare legal opinions at the request of the City Manager or the City Council.
 - l. Provide the City Council and Administration a legal perspective and advice on various governmental issues.
 - m. Perform other legal services and tasks as assigned by the City Manager and City Council.
2. Specifications. In performing the above-described work, the Firm shall:
- a. Attend City Council business meetings as requested.
 - b. Be available by phone and e-mail.
 - c. Be accessible and responsive to the needs of the City.
3. Lead Attorney. Nicholas Curcio is appointed as the principal City Attorney and shall oversee any assisting attorneys or staff to ensure satisfaction of the terms and conditions of this Agreement.
4. Compensation. The Firm shall be compensated at its standard rates for municipal clients, which as of the effective date of this agreement are as follows:

Firm Attorney(s):	\$165 per hour
Attorney Subcontractor(s):	Not to exceed \$150 per hour
Paralegals (if any):	\$75
Secretarial Tasks:	\$0

The Firm may modify the rates stated above by providing 30 days' written notice to the City Manager, but shall not increase such rates for at least 3 years from the effective date of this Agreement.

5. Method of Payment. The Firm shall submit statements for legal services rendered, which shall:
- a. Be submitted at least monthly;
 - b. Be separate and itemized;
 - c. Show the hours and the work performed for each matter or project; and
 - d. Itemize any reimbursable expense included herein.

Payment shall be made to Firm by the City upon submission of the above-described payments after approval of the City Manager.

6. Attorney Subcontractors and Special Counsel. The Firm may engage attorney subcontractors for appropriate matters with the approval of the City Manager. Such matters may include ordinance prosecution services. The parties acknowledge that the City may maintain an attorney-

client relationship with Dickinson Wright PLLC or other law firms to serve as special counsel to the City on an as-needed basis.

7. Reimbursement for Expenses. Reimbursement shall be made to the Firm for out-of-pocket expenses incurred in the performance of services under this Agreement. Expenses for mileage and copy expenses shall be at a rate customarily charged other clients by the Firm.

8. Time of Performance. Services performed by the Firm on or after the date first stated above are included in the terms and conditions of this Agreement. The Firm shall undertake and complete such assignments herein in a professional manner in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement.

9. File Retention. The parties acknowledge that the Firm intends to operate with low overhead, and that this business model is reflected in lower hourly rates charged to the City. With respect to newly generated documents, the Firm will generally retain only a digital copy. The City and the Firm shall cooperate to determine a mutually acceptable means of storing historic documents that predate this Agreement, to the extent storage of such documents is needed.

10. Insurance. The Firm shall carry a professional liability policy of not less than five hundred thousand dollars (\$500,000) per occurrence and one million dollars (\$1,000,000) per aggregate coverage, and shall provide proof of insurance to the City upon request.

11. Effective Date. This Agreement shall be effective as of the close of business on September 14, 2018, unless a later date is agreed to in writing by the Firm and City Manager.

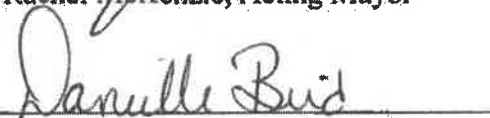
The City and the Firm have signed this Agreement as of the date first above written.

CITY OF ALLEGAN

THE CURCIO LAW FIRM PLC

By: 
Rachel McKenzie, Acting Mayor

By: 
Nicholas Curcio

By: 
Danielle Bird, City Clerk

Date Signed: 8-28-18

Date Signed: 8/29/2018

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services (the "Agreement") is made as of 9-4, 2018, between the City of South Haven, a Michigan municipal corporation with its principal address at 539 Phoenix Street, South Haven, MI 49090 (the "City"), and the Curcio Law Firm PLC, a Michigan professional limited liability company with its registered mailing address at 3547 Alpine Avenue, NW #104, Grand Rapids, MI 49544 (the "Firm").

RECITALS

A. The City desires to engage the services of the Firm to render certain legal and consulting advice and assistance with regard to the affairs of the City.

TERMS AND CONDITIONS

For the consideration in and referred to by this Agreement, the parties agree as follows:

1. Scope of Services. The Firm agrees to provide such legal and consulting assistance as may be requested by the City, including but not limited to the following:

- a. Provide legal advice, counsel, services, training, consultation, and opinions to the City Council, Boards and Commissions, and all levels of the City 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 (Freedom of Information Act), Open Meetings Act, and tort law. The Firm's advice shall include methods to avoid civil litigation.
- b. Furnish legal representation at City Council and other meetings as requested.
- c. Appear before courts and administrative agencies to represent the City's interests.
- d. Prosecute ordinance violations, including traffic and appearance citations.
- e. Prepare and review ordinances and resolutions, contracts, and other documents for legal correctness and acceptability.
- f. Work cooperatively with special legal counsel retained by the City for special projects.
- g. Coordinate with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel. The parties anticipate that Roger Swets of Dickinson Wright PLLC will continue serving as the City's bond counsel.
- h. Assist City 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.
- i. Assist officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.

- j. Provide the City Council with guidance as to Robert's Rules of Orders and related procedural matters relating to Council meetings, as requested.
 - k. Prepare legal opinions at the request of the City Manager or the City Council.
 - l. Provide the City Council and Administration a legal perspective and advice on various governmental issues.
 - m. Perform other legal services and tasks as assigned by the City Manager and City Council.
2. Specifications. In performing the above-described work, the Firm shall:
- a. Attend City Council business meetings as requested.
 - b. Be available by phone and e-mail.
 - c. Be accessible and responsive to the needs of the City.
3. Lead Attorney. Nicholas Curcio is appointed as the principal City Attorney and shall oversee any assisting attorneys or staff to ensure satisfaction of the terms and conditions of this Agreement.
4. Compensation. The Firm shall be compensated at its standard rates for municipal clients, which as of the effective date of this agreement are as follows:

Firm Attorney(s):	\$165 per hour
Attorney Subcontractor(s):	Not to exceed \$150 per hour
Paralegals (if any):	\$75
Secretarial Tasks:	\$0

The Firm may modify the rates stated above by providing 30 days' written notice to the City Manager, but shall not increase such rates for at least 3 years from the effective date of this Agreement.

5. Method of Payment. The Firm shall submit statements for legal services rendered, which shall:
- a. Be submitted at least monthly;
 - b. Be separate and itemized;
 - c. Show the hours and the work performed for each matter or project; and
 - d. Itemize any reimbursable expense included herein.

Payment shall be made to Firm by the City upon submission of the above-described payments after approval of the City Manager.

6. Attorney Subcontractors and Special Counsel. The Firm may engage attorney subcontractors for appropriate matters with the approval of the City Manager. Such matters may include ordinance prosecution services. The parties acknowledge that the City may maintain an attorney-

and copy expenses shall be at a rate customarily charged other clients by the Firm.

8. Time of Performance. Services performed by the Firm on or after the date first stated above are included in the terms and conditions of this Agreement. The Firm shall undertake and complete such assignments herein in a professional manner in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement.

9. File Retention. The parties acknowledge that the Firm intends to operate with low overhead, and that this business model is reflected in lower hourly rates charged to the City. With respect to newly generated documents, the Firm will generally retain only a digital copy. The City and the Firm shall cooperate to determine a mutually acceptable means of storing historic documents that predate this Agreement, to the extent storage of such documents is needed.

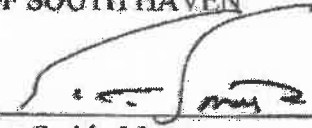
10. Insurance. The Firm shall carry a professional liability policy of not less than five hundred thousand dollars (\$500,000) per occurrence and one million dollars (\$1,000,000) per aggregate coverage, and shall provide proof of insurance to the City upon request.

11. Effective Date. This Agreement shall be effective as of the close of the close of business on September 14, 2018, unless a later date is agreed to in writing by the Firm and City Manager.

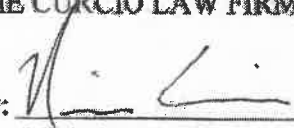
The City and the Firm have signed this Agreement as of the date first above written.

CITY OF SOUTH HAVEN


THE CURCIO LAW FIRM, PLC

By: 

Scott Smith, Mayor

By: 

Nicholas Curcio

By: 

Travis Sullivan, City Clerk

Date Signed: 9-20-18

Date Signed: 9-7-18

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services (the “**Agreement**”) is made as of _____, 2018, between Saugatuck Township, a Michigan municipal corporation with its principal address at 3461 Blue Star Highway, P.O. Box 100, Saugatuck, MI 49453 (the “**Township**”), and the Curcio Law Firm PLC, a Michigan professional limited liability company with its registered mailing address at 3547 Alpine Avenue, NW #104, Grand Rapids, MI 49544 (the “**Firm**”).

RECITALS

A. The Township desires to engage the services of the Firm to render certain legal and consulting advice and assistance with regard to the affairs of the Township.

TERMS AND CONDITIONS

For the consideration in and referred to by this Agreement, the parties agree as follows:

1. **Scope of Services.** The Firm agrees to provide such legal and consulting assistance as may be requested by the Township, including but not limited to the following:

- a. Provide legal advice, counsel, services, training, consultation, and opinions to the Township Board, Boards and Commissions, 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 (Freedom of Information Act), Open Meetings Act, and tort law. The Firm’s advice shall include methods to avoid civil litigation.
- b. Furnish legal representation at Township Board and other meetings as requested.
- c. Appear before courts and administrative agencies to represent the Township’s interests.
- d. Prosecute ordinance violations, including traffic and appearance citations.
- e. Prepare and review ordinances and resolutions, contracts, and other documents for legal correctness and acceptability.
- f. Work cooperatively with special legal counsel retained by the Township for special projects.
- g. Coordinate with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
- h. Assist 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.
- i. Assist officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.

- j. Provide the Township Board with guidance as to Robert's Rules of Orders and related procedural matters relating to Board meetings, as requested.
 - k. Prepare legal opinions at the request of the Township Board or other persons authorized by the Board to request such opinions.
 - l. Provide the Township Board and administration a legal perspective and advice on various governmental issues.
 - m. Perform other legal services and tasks as assigned by the Township Board or other persons authorized by the Board to request legal services
2. Specifications. In performing the above-described work, the Firm shall:
- a. Attend Township Board business meetings as requested.
 - b. Be available by phone and e-mail.
 - c. Be accessible and responsive to the needs of the Township.
3. Attorney Appointment. Nicholas Curcio is appointed as a Township Attorney and shall oversee any assisting Firm attorneys or staff to ensure satisfaction of the terms and conditions of this Agreement, in coordination with the Township Supervisor and Township Clerk. The Township Supervisor and Township Clerk shall be the Firm's principal contacts at the Township.
4. Compensation. The Firm shall be compensated at its standard rates for municipal clients, which as of the effective date of this agreement are as follows:

Firm Attorney(s):	165 per hour
Attorney Subcontractor(s):	Not to exceed \$150 per hour
Paralegals (if any):	\$75
Secretarial Tasks:	\$0

The Firm may modify the rates stated above by providing 30 days' written notice to the Township Supervisor, but shall not increase such rates for at least 3 years from the effective date of this Agreement.

5. Method of Payment. The Firm shall submit statements for legal services rendered, which shall:
- a. Be submitted at least monthly;
 - b. Be separate and itemized;
 - c. Show the hours and the work performed for each matter or project; and
 - d. Itemize any reimbursable expense included herein.

Payment shall be made to Firm by the Township upon submission of the above-described payments after approval of the Township Supervisor.

for appropriate matters with the approval of the Township Board or other designated Township official. Such matters may include ordinance prosecution services. The parties acknowledge that the Township may maintain an attorney-client relationship with Dickinson Wright PLLC or other law firms to serve as special counsel to the Township on an as-needed basis.

7. Reimbursement for Expenses. Reimbursement shall be made to the Firm for out-of-pocket expenses incurred in the performance of services under this Agreement. Expenses for mileage and copy expenses shall be at a rate customarily charged other clients by the Firm.

8. Time of Performance. Services performed by the Firm on or after the date first stated above are included in the terms and conditions of this Agreement. The Firm shall undertake and complete such assignments herein in a professional manner in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement.

9. File Retention. The parties acknowledge that the Firm intends to operate with low overhead, and that this business model is reflected in lower hourly rates charged to the Township. With respect to newly generated documents, the Firm will generally retain only a digital copy. The Township and the Firm shall cooperate to determine a mutually acceptable means of storing historic documents that predate this Agreement, to the extent storage of such documents is needed.

10. Insurance. The Firm shall carry a professional liability policy of not less than five hundred thousand dollars (\$500,000) per occurrence and one million dollars (\$1,000,000) per aggregate coverage, and shall provide proof of insurance to the Township upon request.

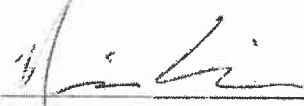
11. Effective Date. This Agreement shall be effective as of the close of business on September 14, 2018, unless a later date is agreed to in writing by the Firm and Township Supervisor.


The Township and the Firm have signed this Agreement as of the date first above written.

TOWNSHIP OF ALLEGAN

THE CURCIO LAW FIRM PLC

By: 
Chris Roerig, Township Supervisor

By: 
Nicholas Curcio

By: 
Brad Rudich, Township Clerk

Date Signed: 9-12-18

Date Signed: 9/6/18

Billing History Report - September 2018 to Present

City of Allegan

3-00001-AL - General: AL - General

Invoice #	Status	Due Date	Amount	Payments	Credit Notes	Balance
9	Paid	10/04/2018	\$1,009.80	\$1,009.80	\$0.00	\$0.00
15	Paid	11/01/2018	\$1,980.00	\$1,980.00	\$0.00	\$0.00
23	Paid	12/06/2018	\$3,878.47	\$3,878.47	\$0.00	\$0.00
31	Paid	01/02/2019	\$478.50	\$478.50	\$0.00	\$0.00
42	Paid	02/04/2019	\$874.50	\$874.50	\$0.00	\$0.00
48	Paid	02/28/2019	\$181.50	\$181.50	\$0.00	\$0.00
58	Paid	04/02/2019	\$3,251.71	\$3,251.71	\$0.00	\$0.00
66	Paid	05/01/2019	\$2,030.71	\$2,030.71	\$0.00	\$0.00
75	Paid	06/01/2019	\$3,680.71	\$3,680.71	\$0.00	\$0.00
83	Paid	07/01/2019	\$2,263.80	\$2,263.80	\$0.00	\$0.00
98	Paid	08/01/2019	\$1,981.21	\$1,981.21	\$0.00	\$0.00
99	Paid	08/31/2019	\$4,046.13	\$4,046.13	\$0.00	\$0.00
111	Paid	10/01/2019	\$1,452.00	\$1,452.00	\$0.00	\$0.00
116	Paid	11/01/2019	\$1,018.10	\$1,018.10	\$0.00	\$0.00
133	Paid	12/01/2019	\$2,154.00	\$2,154.00	\$0.00	\$0.00
134	Paid	01/01/2020	\$2,087.35	\$2,087.35	\$0.00	\$0.00
149	Paid	02/03/2020	\$1,254.00	\$1,254.00	\$0.00	\$0.00
169	Paid	03/01/2020	\$5,030.35	\$5,030.35	\$0.00	\$0.00
172	Paid	04/01/2020	\$1,366.50	\$1,366.50	\$0.00	\$0.00
180	Paid	05/01/2020	\$577.50	\$577.50	\$0.00	\$0.00
187	Paid	06/01/2020	\$1,023.00	\$1,023.00	\$0.00	\$0.00
195	Paid	07/01/2020	\$1,155.00	\$1,155.00	\$0.00	\$0.00
204	Paid	08/03/2020	\$1,402.50	\$1,402.50	\$0.00	\$0.00
214	Paid	09/02/2020	\$2,436.00	\$2,436.00	\$0.00	\$0.00
231	Paid	10/01/2020	\$561.00	\$561.00	\$0.00	\$0.00
242	Paid	11/01/2020	\$1,497.00	\$1,497.00	\$0.00	\$0.00
264	Paid	12/01/2020	\$747.00	\$747.00	\$0.00	\$0.00
282	Paid	01/04/2021	\$4,736.50	\$4,736.50	\$0.00	\$0.00
287	Paid	02/01/2021	\$594.00	\$594.00	\$0.00	\$0.00
296	Paid	03/01/2021	\$1,408.50	\$1,408.50	\$0.00	\$0.00
312	Open	04/01/2021	\$1,491.00	\$0.00	\$0.00	\$1,491.00

Total Fees	Total Hours (Approximate)	Average Fees Per Month	Average Hours Per Month
\$57,658.34	349	\$1,859.95	11

Billing History Report - September 2018 to Present

City of South Haven

1-00001-SH - General: SH - General

Invoice #	Status	Due Date	Amount	Payments	Credit Notes	Balance
7	Paid	10/03/2018	\$2,126.28	\$2,126.28	\$0.00	\$0.00
8	Paid	10/03/2018	\$5,993.24	\$5,993.24	\$0.00	\$0.00
16	Paid	11/01/2018	\$15,170.99	\$15,170.99	\$0.00	\$0.00
30	Paid	12/06/2018	\$11,415.02	\$11,415.02	\$0.00	\$0.00
32	Paid	01/02/2019	\$11,606.56	\$11,606.56	\$0.00	\$0.00
40	Paid	02/04/2019	\$17,691.85	\$17,691.85	\$0.00	\$0.00
50	Paid	02/28/2019	\$14,970.82	\$14,970.82	\$0.00	\$0.00
60	Paid	04/02/2019	\$8,341.45	\$8,341.45	\$0.00	\$0.00
68	Paid	05/01/2019	\$7,955.44	\$7,955.44	\$0.00	\$0.00
77	Paid	06/01/2019	\$9,265.92	\$9,265.92	\$0.00	\$0.00
85	Paid	07/01/2019	\$9,252.55	\$9,252.55	\$0.00	\$0.00
97	Paid	08/01/2019	\$7,804.50	\$7,804.50	\$0.00	\$0.00
107	Paid	08/31/2019	\$10,405.70	\$10,405.70	\$0.00	\$0.00
114	Paid	10/01/2019	\$8,376.25	\$8,376.25	\$0.00	\$0.00
117	Paid	11/01/2019	\$10,203.35	\$10,203.35	\$0.00	\$0.00
132	Paid	12/01/2019	\$8,601.30	\$8,601.30	\$0.00	\$0.00
141	Paid	01/01/2020	\$4,658.35	\$4,658.35	\$0.00	\$0.00
153	Paid	02/03/2020	\$7,072.80	\$7,072.80	\$0.00	\$0.00
167	Paid	03/01/2020	\$6,226.60	\$6,226.60	\$0.00	\$0.00
174	Paid	04/01/2020	\$3,957.10	\$3,957.10	\$0.00	\$0.00
183	Paid	05/01/2020	\$5,841.00	\$5,841.00	\$0.00	\$0.00
186	Paid	06/01/2020	\$5,836.50	\$5,836.50	\$0.00	\$0.00
197	Paid	07/01/2020	\$3,447.00	\$3,447.00	\$0.00	\$0.00
206	Paid	08/03/2020	\$5,907.10	\$5,907.10	\$0.00	\$0.00
218	Paid	09/02/2020	\$4,013.40	\$4,013.40	\$0.00	\$0.00
233	Paid	10/01/2020	\$4,402.50	\$4,402.50	\$0.00	\$0.00
247	Paid	11/01/2020	\$5,170.60	\$5,170.60	\$0.00	\$0.00
266	Paid	12/01/2020	\$3,732.10	\$3,732.10	\$0.00	\$0.00
279	Paid	12/31/2020	\$2,986.50	\$2,986.50	\$0.00	\$0.00
290	Paid	02/01/2021	\$5,418.00	\$5,418.00	\$0.00	\$0.00
302	Past Due	03/01/2021	\$7,685.00	\$0.00	\$0.00	\$7,685.00
314	Open	04/01/2021	\$5,127.15	\$0.00	\$0.00	\$5,127.15

Total Fees	Total Hours (Approximate)	Average Fees Per Month	Average Hours Per Month
\$240,662.92	1,459	\$7,763.32	47

Billing History Report - September 28 to Present

Saugatuck Township

4-00001-ST - General: ST - General

Invoice #	Status	Due Date	Amount	Payments	Credit Notes	Balance
13	Paid	10/05/2018	\$99.00	\$99.00	\$0.00	\$0.00
17	Paid	11/01/2018	\$346.50	\$346.50	\$0.00	\$0.00
25	Paid	12/06/2018	\$313.50	\$313.50	\$0.00	\$0.00
34	Paid	01/02/2019	\$664.61	\$664.61	\$0.00	\$0.00
44	Paid	02/04/2019	\$346.50	\$346.50	\$0.00	\$0.00
70	Paid	05/01/2019	\$1,270.50	\$1,270.50	\$0.00	\$0.00
78	Paid	06/01/2019	\$1,600.50	\$1,600.50	\$0.00	\$0.00
86	Paid	07/01/2019	\$231.00	\$231.00	\$0.00	\$0.00
93	Paid	07/31/2019	\$709.50	\$709.50	\$0.00	\$0.00
101	Paid	08/31/2019	\$379.50	\$379.50	\$0.00	\$0.00
110	Paid	10/01/2019	\$264.00	\$264.00	\$0.00	\$0.00
126	Paid	12/01/2019	\$1,545.81	\$1,545.81	\$0.00	\$0.00
137	Paid	01/01/2020	\$968.31	\$968.31	\$0.00	\$0.00
151	Paid	01/31/2020	\$1,122.00	\$1,122.00	\$0.00	\$0.00
166	Paid	03/01/2020	\$4,990.02	\$4,990.02	\$0.00	\$0.00
175	Paid	04/01/2020	\$594.00	\$594.00	\$0.00	\$0.00
184	Paid	05/01/2020	\$2,590.50	\$2,590.50	\$0.00	\$0.00
188	Paid	06/01/2020	\$1,719.00	\$1,719.00	\$0.00	\$0.00
198	Paid	07/01/2020	\$429.00	\$429.00	\$0.00	\$0.00
208	Paid	07/31/2020	\$1,749.00	\$1,749.00	\$0.00	\$0.00
226	Paid	09/02/2020	\$958.65	\$958.65	\$0.00	\$0.00
234	Paid	10/01/2020	\$427.50	\$427.50	\$0.00	\$0.00
249	Paid	11/01/2020	\$1,869.00	\$1,869.00	\$0.00	\$0.00
267	Paid	12/01/2020	\$2,661.00	\$2,661.00	\$0.00	\$0.00
277	Paid	01/04/2021	\$2,947.50	\$2,947.50	\$0.00	\$0.00
295	Paid	02/01/2021	\$2,442.00	\$2,442.00	\$0.00	\$0.00
298	Paid	03/01/2021	\$582.17	\$582.17	\$0.00	\$0.00
316	Open	04/01/2021	\$676.50	\$0.00	\$0.00	\$676.50

Total Fees	Total Hours (Approximate)	Average Fees Per Month	Average Hours Per Month
\$34,497.07	209	\$1,112.80	7

Nick Curcio

16905 Birchview Drive, Nunica, MI 49448
(616) 430-2201 ncurcio@curciofirm.com

Education

- Notre Dame Law School 2007–10
- Magna Cum Laude, 3.75 GPA
 - Notre Dame Law Review, Articles Editor
- University of Notre Dame 2003–07
- Cum Laude, 3.71 GPA
 - American Studies Major
-

Legal Experience

- Curcio Law Firm PLC 2018–Present
- Managing Member, Grand Rapids
- Represent municipalities and other clients in matters including:
 - Litigation in state and federal courts
 - Administrative proceedings
 - Advisory matters involving constitutional and regulatory issues
 - Real estate and other business transactions

- Eleventh Circuit Court of Appeals 2010–2013
- Staff Attorney, Atlanta
- Prepared written and oral recommendations in appeals involving:
 - Criminal convictions and sentences
 - Habeas and § 2255 petitions
 - Immigration removal proceedings
 - Employment discrimination and other civil litigation matters

Other Experience

- Dickinson Wright PLLC
Municipal and Appellate Attorney, 2013–2018
 - U.S. Attorney’s Office for the Northern District of Illinois
Summer Intern, 2009
 - Wisconsin Public Defender’s Office, Appellate Division
Summer Intern, 2008
-

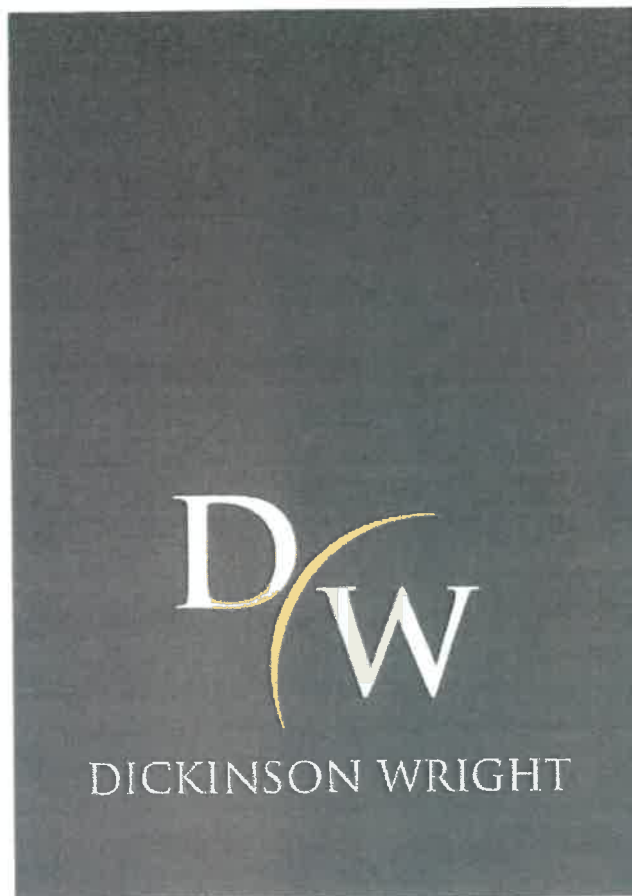
Miscellaneous

Recognition and Awards

- SuperLawyers “Rising Star” 2016–2021
- Dickinson Wright Associate Pro Bono Award, 2016

Activities

- Catholic Legal Immigration Network, Inc., Pro Bono Appellate Attorney
 - Assistant Wrestling Coach, Grand Rapids West Catholic
 - Brazilian Jiu-Jitsu Black Belt and Instructor, Carlson Gracie Grand Rapids
-



Materials Prepared for

CASCADE CHARTER TOWNSHIP

Response to Request for Proposal for Township Legal Services

Jessica Wood

Member

Dickinson Wright PLLC

200 Ottawa Ave., N.W.

Suite 1000

Grand Rapids, MI 49503-2427

Tel: 616-336-1054

Email: JWood@dickinsonwright.com

WWW.DICKINSONWRIGHT.COM

DICKINSON WRIGHT

DICKINSONWRIGHT.COM

ARIZONA CALIFORNIA FLORIDA ILLINOIS KENTUCKY MICHIGAN NEVADA OHIO TENNESSEE TEXAS WASHINGTON DC TORONTO

It is our pleasure to submit the attached information in response to Cascade Charter Township's ("the Township") request for proposals ("RFP") for Township Legal Services. Dickinson Wright has the expertise, experience, specialization and proven competency to meet the Township's needs.

Our team's goal is to provide excellent client service and streamlined communications. As such, I will be the responsible attorney for the Township's work, and will be included in all correspondence, ensuring effective advice in a timely fashion. We will work closely with the Township to provide quality legal counsel at a reasonable cost.

We have carefully considered the RFP. Based on the skills and experience that you are seeking, we propose that the Township is best served through a joint agreement between a full service law firm and a municipal law firm:

Dickinson Wright PLLC: to direct strategy and bond counsel and economic development work

Bloom & Sluggett, PC: to perform general counsel and municipal work

Both Dickinson Wright and Bloom & Sluggett bring broad knowledge and experience in the areas needed by the Township.

The Dickinson Wright team of attorneys proposed for the Township meet and/or exceed the required qualifications stated in the RFP. The attorneys included in our proposal have more than ten years' experience in municipal law, public finance, and taxation; are licensed in good standing with the State Bar of Michigan, and possess a Juris Doctorate degree and have graduated from law school accredited by the American Bar Association.

Thank you for your consideration. If you have any questions, or require additional information, please do not hesitate to contact me.

Jessica Wood, Member
Phone: 616-336-1054
Email: JWood@dickinson-wright.com

IV. PROPOSAL CONTENT

4.1 | Business Organization

The firm submitting this proposal is Dickinson Wright PLLC, 200 Ottawa Avenue N.W., Suite 1000, Grand Rapids, Michigan, 49503. The firm has 19 offices across North America, including six in Michigan: Grand Rapids, Lansing, Ann Arbor, Detroit, Troy, and Saginaw. Dickinson Wright is a professional limited liability company, incorporated in the state of Michigan. Our license in good standing with the state of Michigan is included with our proposal under Tab A of the appendix.

4.2 | Applicable Experience

Dickinson Wright was founded in Detroit in 1878 with a mission to deliver consistently high-quality legal advice and provide exceptional value to clients of any size in any sector. Through our dedication to this goal, we've developed a reputation as a leader and innovator in client service, as proven by the longstanding relationships we've maintained with clients. Throughout our history, we've been there to

help our clients survive the toughest of times, and grow during the good periods. What distinguishes any law firm from its competitors are its lawyers, and our lawyers are among the most respected advocates and dealmakers in the industry. We have more than 475 lawyers, each one focused on providing exemplary service to all clients by offering clear and concise solutions, and always being proactive, accessible and accountable. We generate value to clients through state-of-the-art technological sophistication, a supportive working environment and recognition that we must earn our reputation each and every day by consistently delivering superior client service and results.

Dickinson Wright PLLC is a professional limited liability company, formed under the Michigan Limited Liability Company Act, to carry on the practice of law. Its Governing Board is responsible for the establishment of general policies of the firm, and its Chief Executive Officer (CEO) and his or her appointed deputies are responsible for implementing those policies. Division Directors for five broad areas of law are appointed by the CEO. Each attorney at the firm is assigned to one of the five divisions, which are each divided into specific practice groups and led by Practice Group Chairs. The five divisions are:

1. Transactional
2. Litigation
3. Intellectual Property
4. Regulatory & Administrative
5. Industries

Each Division Director is responsible for the overall management and supervision of legal services provided by each attorney – including associates – and legal assistants assigned to their division. They oversee the assignment of work to attorneys with the requisite skill and experience to meet the client's needs and to monitor workloads within the department.

Bond Counsel Experience

Dickinson Wright entered the field of municipal law and public finance in 1958, and today our opinions are accepted in all significant bond and securities markets. Over the years, we have been involved as bond counsel with all facets of financing of municipal projects and programs in the State of Michigan for townships, cities, building authorities, county road commissions, counties, villages, various tax increment authorities, drainage districts, school districts, public power agencies and the like. Our experience includes acting as bond counsel for numerous capital improvement bonds, refunding bonds, general obligation bonds, revenue bonds, special assessment bonds, tax increment bonds, energy conservation bonds and notes, building authority bonds transportation bonds, county road notes, installment purchase financings, drain bonds, school district bonds, tax and state aid anticipation notes, local hospital authority bonds and economic development corporation bonds. In addition, Dickinson Wright is one of the two firms in the State of Michigan with broad experience dating back more than three decades in acting as bond counsel to the State of Michigan and various state authorities.

As bond counsel and tax counsel, we have utilized both plain vanilla and unique financing structures to enable our clients to meet their goals. For example, we formulated one of the first bond anticipation note structures used at both the State level, as well as at the local level. We created with assistance from the State's financial advisor, the first commercial paper program that enabled the State to access the lowest cost construction financing mechanism, which is still utilized to this very day. The commercial paper program was later adopted by the Underground Storage Tank Finance Authority. We utilized one of the first Certificates of Participation, which securitized lease payments involving a State lease of a facility.

We have been involved in the use of draw down bonds and unique variable rate structures. We have participated in one of the few long-term working capital financings and have analyzed and utilized cross over refunding structures. We have significant experience in the issuance of pension bonds. We have been involved in the first transportation intercept programs for a city (Detroit). We were involved with the City of Detroit and its Lighting Authority, which financed most of its innovative and sorely needed lighting replacement program. We have been involved in some of the most complex transactions done in the State in connection with the Detroit bankruptcy (representing the State), as well as very large transactions for unemployment insurance and a series of tobacco securitizations.

Community and Economic Development Experience

Dickinson Wright works with all parties involved in economic development to successfully implement plans that maximize available incentives, including real estate developers, private developers, manufacturing businesses, energy companies, institutional lenders, government entities, and quasi-governmental organizations. From the beginning stages of conceptualization and strategizing to incentive procurement to land use and construction to closing and post-closing restructuring, our economic development team provides comprehensive legal services while vigorously advocating to achieve our clients' objectives.

Our firm has decades of experience advising on many of the largest and most complex projects in the U.S., Canada and international markets and our lawyers are regarded as leaders in the North American infrastructure, P3 and AFP industries. Representing domestic and international participants in the infrastructure industry, our lawyers have advised on a wide range of infrastructure, P3, AFP and public procurement projects in the U.S., Canada and worldwide. Among the diverse projects we have advised on are roads, bridges, hospitals, recreational facilities and other public buildings, as well as transportation, energy, utility and communications projects, and others.

Our community and economic development lawyers regularly speak and participate at national and regional tax credit conferences and panels. Team members have also served as outside counsel to state financing authorities, are board members of development sponsors, and are Certified Public Accountants (CPAs) or have a Master of Laws (LL.M) in taxation.

Dickinson Wright has had the pleasure to provide a wide variety of legal services to the Township for more than 25 years. These legal services run the gamut from bond/financing work to general municipal advice and counsel, tax increment financings, and a wide variety of other projects involving capital improvement programs and water and sewer assessments. We are proud of the work we have done for the Township and value our relationship with the Township as a client.

The primary point of contact for Michigan municipal clients is Jessica Wood, a member of the firm in our Grand Rapids Michigan office.

Our representative sample of our Michigan bonds finance DDA and economic development clients is included with our proposal under Tab B of the appendix.

4.3 | Attorney Identification

We propose the following three attorneys from our Grand Rapids and Lansing, Michigan offices to perform the services described in the Scope of Services. Each attorney possesses a Juris Doctorate degree from an accredited law school and is a member in good standing of the Michigan State Bar Association.

- Jessica Wood | Member | Grand Rapids | MI (P61029) | J.D. 1996, University of Oregon
- Roger Swets | Member | Grand Rapids | MI (P43984) | J.D. 1990, University of Michigan

4.4 | Assigned Attorneys

Professional firm biographies for the proposed attorneys are included with our proposal under Tab C of the appendix.

Jessica Wood | Member | Grand Rapids, Michigan



Jessica will be the Township Attorney/Primary Contact and will manage the Township engagement with the firm. She is a member of the Public Corporate Law Section of the State Bar of Michigan and the Public Education Committee of the Michigan Association of Municipal Attorneys.

Jessica focuses on general municipal law and municipal finance, the latter as bond counsel and underwriter's counsel. She serves as City/Township Attorney for multiple Michigan municipalities and authorities, including as the City Attorney for the City of Benton Harbor during its financial restructuring under Michigan's Emergency Manager Law. Her experience includes drafting ballot language and Charter amendments and assisting with the establishment of special assessment districts, tax increment financing authorities and economic development districts. She also has extensive experience counseling municipal clients on FOIA issues, Open Meetings Act issues and parliamentary procedure. Most recently she served as the Director of Municipal Affairs for the City of Grand Rapids City Attorney's office. She currently serves on the Board of Directors of the Legal Assistance Center.

Roger Swets | Member | Grand Rapids, Michigan



Roger has practiced in the area of public finance and municipal law since 1990. He serves as bond counsel to a wide variety of cities, villages and townships and has extensive experience with tax increment financing involving various different types of tax increment authorities, including brownfield authorities. Roger represents numerous brownfield authorities, downtown development authorities, tax increment finance authorities, corridor improvement authorities and local development finance authorities throughout the state of Michigan. He has represented them in the development of their brownfield and tax increment plans and worked with them with respect to major redevelopment projects. Roger has particular experience in coordinating the efforts of the various authorities within communities, structuring the security for tax increment financings and working on public private cooperation in these financings.

As stated above, we would work with Grand Rapids firm, Bloom & Sluggett, on the coordination of municipal general counsel work and our bond counsel and economic development services.

Accessibility and Responsiveness

To provide the client with control and us with accountability, every client of the Firm is provided with at least one principal contact attorney. A principal contact attorney is responsible for coordinating the delivery of legal services and ensuring the delivery of timely and quality legal services at a reasonable cost by the most appropriate member or members of the Firm. Contact attorneys are available to their clients 24 hours a day, seven days a week, 365 days a year. Contact attorneys are accessible by telephone, cellular telephone and e-mail, at work and at home, whenever needed.

Even though all of our lawyers are committed to excellence in performance, it is essential that the contact and coordinating attorneys ensure that the priorities and workloads are handled in such a way that the Township is thoroughly pleased with the response time, quality, results, fees, inter-personal relationships and overall service. Initial contacts with your primary contact are not charged, nor is coordination between him and others in his role as the overseer of your legal work. Before any substantive action or communication is undertaken by any lawyer in the Firm on behalf of a client, the advantages, disadvantages, strategy considerations, objectives, projected costs and the like are thoroughly and clearly reviewed so that client officials are comfortable with the plan and execution of legal action. Each result on every matter is critically examined for appropriate responses and alternatives, again ensuring that the client is making an informed management decision based on sound legal advice.

Dickinson Wright is a full-service law firm with a diverse roster of attorneys and practices, allowing us to nimbly respond to client needs. We are ready to meet any special and/or unusual legal needs for the Township.

Dickinson Wright is always open to adding resources to best serve its clients and stay competitive. From technology to personnel, if the needs of the Township require resources we don't currently have, we will readily consider the addition of such resource. We believe the ability to effectively communicate is one of the driving factors behind our successful attorney/client relationships. We therefore would welcome the opportunity to discuss this potential engagement in person and in more detail.

4.5 | Facilities

Dickinson Wright has both the human and physical resources to perform the work requested. Our offices throughout Michigan are open to all firm attorneys and clients for working space and for client-related meetings. Our downtown Grand Rapids office provides an ideal location for serving the Township. All Dickinson Wright offices are fully supported by staff, meeting equipment, resource materials, a library and conference rooms.

4.6 | Authorized Negotiations

Jessica Wood, a member of the firm in the Grand Rapids office, is authorized to negotiate the proposed contract with the Township. Jessica can be reached by telephone at 616-336-1054.

4.7 | References

Dickinson Wright is proud of its impressive roster of public entity clients. Our client references are below. We are happy to provide this permission for the Township Board to contact these references for purposes of evaluating Dickinson Wright's proposal.

Client Name	Length of Time	Client Contact/Title	Email/Telephone
City of Grand Rapids	Over 25 years	Molly Clarin CFO	mclarin@grand-rapids.mi.us 616-4563269
City of Hudsonville	Over 35 years	Patrick Waterman City Manager	pwaterman@hudsonville.org 616-669-0200
Alpine Township	5 years	Greg Madura Township Supervisor	g.madura@alpinetwp.org (616) 784-1262

4.8 | Conflicts of Interest

Dickinson Wright honors the ethical rules that govern the practice of law. We approach each conflict that arises on an individual basis to assess if the conflict can or should be waived. We are not aware of any conflicts that may arise out of our proposed representation of the Township.

4.9 | Cost Proposal

Fees for our services as bond counsel are set on a per project basis, traditionally billed as a flat fee and paid from proceeds of a financing at closing.

Such fees do not include extraordinary services such as the handling of litigation that may arise with respect to the bond issues, services in connection with property acquisition and condemnation, advising in connection with the preparation or examination of applications for federal grants or loans, preparation of special assessment proceedings, arbitrage rebate calculations services, IRS audits, post-closing disclosure services and other services that we may agree in advance are of an extraordinary nature. We propose that such work, if requested, be charged at hourly rates to be agreed upon by the Township and our firm.

We would not expect to be reimbursed for actual out-of-pocket expenses unless we travel out of the state to meet with a rating agency or other entity at the request of the Township, in which case we would expect to be reimbursed for our actual travel expenses. We would expect to be reimbursed for any costs we pay on behalf of the Township. Payment of our fees for services and expenses would be due upon delivery of the bonds and receipt of bond proceeds.

4.10 | Additional Information

Dickinson Wright is a growing, full-service law firm of experienced, creative, diverse and dedicated legal professionals. Our lawyers are respected by their peers, honored by industry endorsements and recognized through significant appointments to bar associations and the judiciary system.

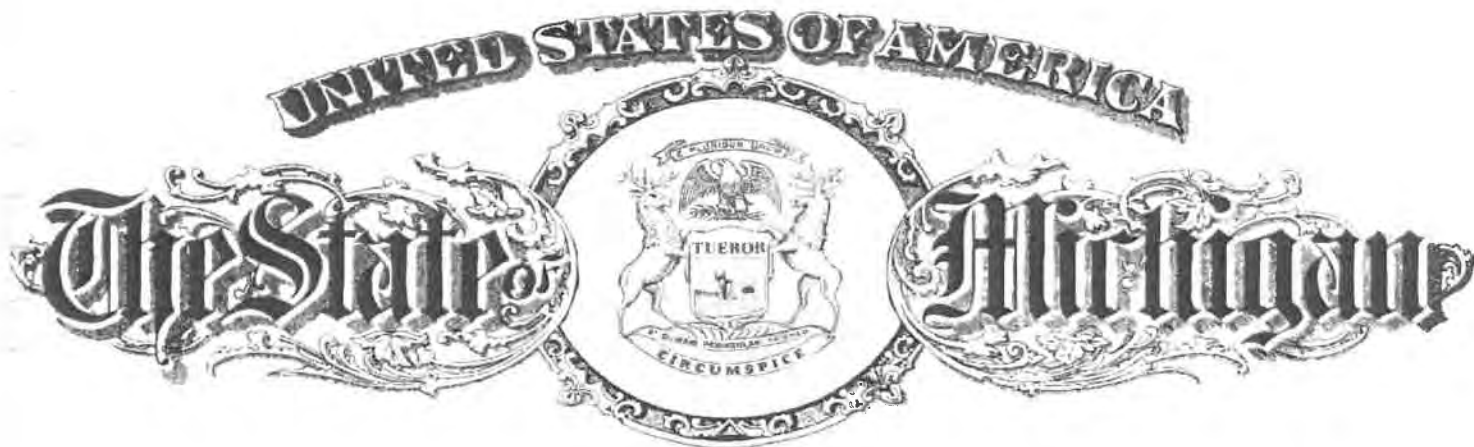
We are pro-active and accessible. We offer clear and concise solutions, and we are mindful that we must deliver the absolute best value on every client engagement, large or small. We generate this value for our clients through maintaining a supportive working environment, and the simple recognition that we must earn our reputation every day with superior client service and results. "Value" means different things to different people. To us, "value" means that we'll deliver the results you expect at a price that will leave you feeling that it was worth it.

Dickinson Wright achieved ISO/IEC 27001:2013 certification, a standard of quality that fewer than 40 other law firms in the U.S. have achieved. This certification demonstrates a commitment to innovation and efficiency as we continually improve information security management systems and process while streamlining efforts to provide additional security for clients when handling highly sensitive matters concerning their business.

We provide our clients with a series of publications and guidance documents. These range from short alerts highlighting recent case law and changes in legislation to more detailed procedural guides and practice notes. We aim to be informative, educational and topical, so the frequency of publications depends on changes in the practice area concerned. The firm has robust research services available to fully support both our lawyers and our clients with their information needs.

We can offer training on nearly any legal subject of interest. Our seminars and webinars cover our full range of practices and tend to address changes in legislation or current issues facing our clients. They also present an opportunity for our clients to network with each other. Additionally, many of our programs are CLE approved.

We are, and have been for decades, a pioneer in all aspects of diversity both within the firm and in the communities in which we live and do business. The firm is dedicated to the active recruitment, retention, development and promotion of minority, female and LGBTQ attorneys who reflect the clients and communities that we serve. The firm's Management Group includes multiple representatives of each of those groups. Dickinson Wright, for the fourth year in a row, received a perfect 100 on the 2020 Human Rights Campaign Corporate Equality Index. The Corporate Equality Index evaluates participating companies' LGBTQ-related policies and practices including non-discrimination workplace protections, domestic partner benefits, transgender-inclusive health care benefits, competency programs and public engagement with the LGBTQ community.



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

DICKINSON WRIGHT PLLC

was validly authorized on January 1, 1998, as a Michigan DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 25th day of February, 2021.*

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Sent by electronic transmission

Certificate Number: 21020628108

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>.

Michigan Bonds Finance and DDA and Economic Development Representative Client List

- Allegan DDA, Brownfield
- Allendale DDA
- Alpine Township
- City of Grand Haven DDA, Brownfield
- City of Grand Rapids
- City of Grand Rapids DDA, Brownfield, ECC, LDFA
- City of Hudsonville
- City of Lowell
- City of Rockford
- Dorr Township DDA
- Downtown Grand Rapids, Inc.
- Eaton Rapids LDFA
- Economic Development Corporation of Huron County
- Economic Development Corporation of Oakland County
- Genesee County, Brownfield
- Grant DDA
- Greenville DDA
- Independence Township CIA
- Ingham County, Brownfield
- Kalamazoo DEGA, DDA, Downtown Partnership
- Lake Odessa DDA
- Lyon Township DDA
- Newaygo TIFA
- Oscoda Township DDA
- Portland DDA
- Saline TIFA, LDFA, EDC
- Smartzone
- Southeastern Oakland County Resource Recovery Authority
- Southfield DDA
- South Haven DDA, LDFA, Brownfield, CIA
- Sparta DDA, Brownfield
- Wyoming DDA, Brownfield



Jessica has been in practice for over two decades, focusing on Michigan municipal law for the past 16 years. A Grand Rapids native, she migrated to Oregon for law school and began her practice in Eugene and Portland with a focus on environmental and land use law. After returning home in 2000, Jessica clerked at the Michigan Court of Appeals before joining Law Weathers' municipal law group in 2003.

Jessica focuses on general municipal law and municipal finance, the latter as bond counsel and underwriter's counsel. She has served as the Assistant City/Township Attorney for multiple Michigan municipalities and authorities, including as the City Attorney for the City of Benton Harbor during its financial restructuring under Michigan's Emergency Manager Law. Her experience includes drafting ballot language and Charter amendments and assisting with the establishment of special assessment districts, tax increment financing authorities and economic development districts. She also has extensive experience counseling municipal clients on FOIA issues, Open Meetings Act issues and parliamentary procedure. Most recently she served as the Director of Municipal Affairs for the City of Grand Rapids City Attorney's office. She currently serves on the Board of Directors of the Legal Assistance Center.

Areas Of Practice

- Labor & Employment Litigation
- Public Finance
- Tax Tribunal

Education & Credentials

Education

University of Michigan

WWW.DICKINSONWRIGHT.COM

B.A., 1992

University of Oregon

J.D., 1996

Acknowledgements

- *Michigan Super Lawyers®*
 - "Rising Star," Local & Municipal Law, 2008-2021

Professional Involvement

- State Bar of Michigan, Public Corporation Law Section
- Legal Assistance Center, Board of Directors
- National Association of Bond Lawyers
- Michigan Association of Municipal Attorneys, Professional Education Committee
- Michigan Municipal League
- Michigan Townships Association
- Grand Rapids Bar Association

Community Involvement

- Humane Society of Kent County, Board of Directors, 2000-2006; President 2003-2004



Roger A. Swets practices in the area of public sector finance law, acting as bond counsel to a wide range of public entities and as underwriter's counsel and bank counsel in tax-exempt financings.

Prominent Assignments

Roger works with municipalities on bond financings for a wide variety of capital projects and working capital needs. He also represents municipal water and sewer systems, and a wide range of municipal authorities. He also works with municipalities on special assessments, tax increments, ballot proposals, millage issues and many other areas.

Roger also works on a regular basis with county drain commissioners. He acts as bond counsel on bond and note financings for drainage districts to provide interim and long-term financing for drain projects.

Roger represents schools and libraries on finance and business related matters, including bond issues, state aid notes, installment purchases, ballot proposals, millage issues, and the use of bond proceeds.

Roger also specializes in economic development law, including work on brownfield redevelopment projects, tax increment financing projects, economic development corporation projects and the issuance of tax-exempt bonds for non-profit organizations and expanding businesses.

Roger also represents banks and underwriters in public finance transactions, including acting as underwriter's counsel to underwriters in bond transactions and as bank counsel to banks in bank placements of bonds.

Roger represents cities, counties, drain commissioners, educational institutions, fire departments, public and mental health departments, road commissions, tax increment authorities, townships, villages, utility authorities, as well as a wide range of public authorities created by these public

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entities.

Projects that have been financed through Roger's work include school buildings, school buses, drains, water and sewer systems, road improvements, streetscape improvements, emergency services equipment, many kinds of public buildings, open space preservation, marinas, parks, recreational facilities, and complex redevelopment projects.

Areas Of Practice

- Public Finance
- Education Law
- Estate Planning & Administration

Education & Credentials

Education

Calvin College
B.A.

University of Michigan Law School
J.D.

- *cum laude*

Bar Admission

Michigan

Acknowledgements

- *Grand Rapids Magazine*
 - "Top Lawyers," Public Finance Law, 2020

Professional Involvement

- State Bar of Michigan
- Grand Rapids Bar Association
- International Municipal Lawyers Association
- National Association of Bond Lawyers
- Michigan Association of County Drain Commissioners (Consultant Member)

- Michigan Association of Municipal Attorneys
- Michigan Local Government Management Association (Consultant Member)
- Public Corporations Law Section of the State Bar of Michigan



December 17, 2020

Dickinson Wright PLLC
500 Woodward Avenue
Suite 4000
Detroit, MI 48226-3425

To Whom It May Concern:

CONFIRMATION OF INSURANCE

We hereby confirm that Dickinson Wright PLLC has Professional Liability Coverage under Policy ALA#1925 with limits of liability not less than \$1,000,000 per claim and \$3,000,000 in the aggregate with the right, under stated conditions, to purchase extended reporting rights upon termination of such Policy by ALAS.

The Policy effective date is from January 1, 2021 to January 1, 2022.

Such Policy is subject to the terms, conditions, limitations and exclusions stated therein.

**ATTORNEYS' LIABILITY ASSURANCE SOCIETY LTD.,
A RISK RETENTION GROUP**

By: 

Nancy J. Montroy
Vice President - Director of Underwriting

Date: 12/17/2020

ALAS
Chicago, IL 60606-6518
tel 312.587.6930

alas.com

**Fahey Schultz
Burzych Rhodes**

ATTORNEYS AT LAW
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OKEMOS, MI 48864 USA

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FAX: 517.381.5051

PROPOSAL TO PROVIDE LEGAL SERVICES TO CASCADE CHARTER TOWNSHIP



EXPERT COUNSEL. REAL SOLUTIONS.

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Fahey Schultz Burzych Rhodes PLC, in conjunction with Thrun Law Firm, PC and the Law Office of Crystal Morgan, PLLC, is delighted to present this joint proposal to serve as Township Attorneys for Cascade Charter Township. We represent townships of all sizes and on all issues across the State, and we have a presence in West Michigan that will allow us to quickly and conveniently respond to the needs of Cascade Charter Township. Guiding and protecting townships is our specialty and our passion. We would be honored to serve Cascade Charter Township.

Every day, we strive to achieve our twin goals: ***Expert Counsel*** and ***Real Solutions***.

Expert Counsel. As Michigan's most experienced township attorneys, we represent more than 120 townships across Michigan. Our firm's attorneys have more than 200 years of combined experience in township law. We understand the demands you face and have the experience to proactively address all the issues townships may encounter.

Fahey Schultz Burzych Rhodes PLC is a growth-oriented law firm with a strong focus on client service. Starting out as a small law firm in 2008, we began with just 4 lawyers. Now, in 2021, we are fully staffed with 26 lawyers and 10 professionals, which allows each of us backup when necessary, so there will always be a qualified attorney available when you need us. We are firmly rooted in the West Michigan area—Fahey Schultz Burzych Rhodes PLC employs two West Michigan attorneys that are included in this proposal (one of whom is a resident of Cascade Charter Township), Thrun Law Firm PC has an office in Grand Rapids (and two of its attorneys are residents of Cascade Charter Township), and the Law Office of Crystal Morgan, PLLC is located in Holland. We further provide unparalleled responsiveness due to the depth of our team.

Real Solutions. You can always reach us for legal help or advice. We make it a priority to respond to your phone calls or emails within 1 hour, usually immediately. We maximize technology and management to deliver excellent service at a reasonable cost. Each of our lawyers has a direct dial number, cell phone, email and dedicated desktop fax for convenient communication at all times. Our lawyers give you access to complete Michigan and federal online legal databases, in addition to our own cloud-based repository of more than 40 years of research, documents and legal opinions. We control costs and operate efficiently, effectively and successfully.

GENERAL COUNSEL – FAHEY SCHULTZ BURZYCH RHODES PLC

What We Do. We have the expertise and solutions to address the problems that townships face daily. Our firm's expertise extends to all the areas in which townships may require legal counsel, including:

Act 425 Agreements	Environmental Issues	Public Improvements
Annexation & Detachment	Freedom of Information	Resolutions & Contracts
Appeals	Joint Agreements	Sanitary & Storm Sewers
Arbitration & Mediation	Lake Improvements	Special Assessments
Cable Television	Libraries	Tax Appeals
Cemeteries	Liquor Licensing	Telecommunications
Code Enforcement	Litigation	Utilities
Collective Bargaining	Marihuana	Water/Sewer Authorities
Drains	Open Meetings	Water Systems
Economic Development	Ordinance Drafting	Wetlands
Elections	Personal Property Tax	Zoning & Land Use
Emergency Services	Planning Law	
Employment & Personnel	Property Acquisition	

Most townships need attorneys who can address all the increasing legal demands placed upon you. You can count on our lawyers' expertise and solutions to assist Cascade Charter Township in dealing with the full array of township legal challenges, including:

Advice and Counsel. A wealth of legal opinions and practical advice are available when you call us. We respond by telephone, email, text or formal opinion letters, as you prefer. Townships rely on us for sound legal advice, as well as for our practical experience. When called upon, we provide immediate advice and counsel or written legal opinions addressing the question you face, including issues of authority, statutory and ordinance construction, constitutionality of existing and proposed legislation, conflicts of interest, compliance with the FOIA and OMA, contracts, policies, rules of order and any other issues you may encounter. Although even our most experienced lawyers still learn something new every day, we are usually able to answer your questions without lengthy delay and expensive research, since we have represented so many townships for so many years.

Annexation and Boundary Issues. No lawyers are better equipped to assist the Township in disputes over your boundaries. We have worked with townships across the state to protect their territory. We pioneered most of the successful techniques townships have used to defend their boundaries against annexation or incorporation by adjacent cities and villages. Our lawyers drafted the most commonly used format for Act 425 agreements that is in use today. We handled the litigation of nearly every Michigan appellate case involving boundary adjustments and Act 425 issues over the last forty years. We have the experience and unique solutions to proactively address the boundary challenges townships face. Although we strive to reach favorable agreements on boundary issues, our lawyers appear in the Boundary Commission more often than any lawyers in this state.

Appeals. Strong expertise and success in appellate litigation distinguish our lawyers from others who represent townships. Over our long and very active history of representing townships in Michigan, we have addressed countless issues before the Michigan appellate courts. Our lawyers frequently handle the most important township cases before the Michigan Court of Appeals and Supreme Court. We know township law very well, in part, because we actively participated in the shaping of that law in the appellate courts for more than four decades.

Collective Bargaining and Labor Arbitration. Successful township representation in labor relations requires special expertise. Our labor practice group has negotiated hundreds of collective bargaining agreements with bargaining units representing police and fire departments, supervisory employees, clerical/technical employees and public works employees. We draft individual contracts for management and unclassified employees. We have successfully represented townships in Act 312 (police and fire arbitration) proceedings and in grievance arbitrations involving issues of employee discipline and contract interpretation. We handle Veterans Preference Act hearings and represent townships before the Michigan Employment Relations Commission on representation and unit clarification questions, as well as unfair labor practice charges.

Controlled Beverages. Our lawyers advise townships on all aspects of liquor licensing and control, including licensing issues before the Liquor Control Commission. We have conducted liquor license revocation proceedings, as well as court litigation arising out of those disputes. We regularly assist townships on matters related to controlled beverages. We are recognized experts in the field of liquor licensing and enforcement.

Employment and Personnel Issues. Township employment and personnel issues require sensitivity to employment relations handled in the public eye. They often involve special statutes or unique public interest issues not faced by private sector employers. Our proactive approach to employment relations, including proper personnel policies and in-service training, can improve employee morale, reduce miscommunication and lower your potential liability from employment-related claims. We will work with you to address employment issues early, when all may benefit from practical advice. We specialize in the representation of public employers, and specifically townships. We have dozens of years of experience in this area, and regularly present seminars for the Michigan Townships Association (“MTA”) and Michigan Association of Township Supervisors (“MATS”) on personnel issues. We are skilled in representing townships before state and federal civil rights agencies on employment discrimination and retaliation matters. We have the ability to forcefully advocate on your behalf, while maintaining a reasoned perspective on public employment.

Joint Authorities and Inter-Municipal Agreements. Long before the current interest in increased municipal cooperation, we were forming and advising joint municipal enterprises, preparing intergovernmental contracts, articles and bylaws for multi-unit sewer and water authorities, joint police and fire departments, building code authorities, waste disposal and recycling authorities, telecommunications regulatory consortia and district libraries. We frequently negotiate sewer and water service contracts and other intergovernmental agreements between municipalities and help create and amend area-wide police, fire and ambulance departments.

Litigation. Our lawyers handle a wide array of complex litigation. In addition to land use and zoning litigation, we frequently defend townships in cases involving constitutional issues, labor and employment matters, issues of authority, FOIA and OMA matters, sewer and water litigation and the resolution of virtually every dispute that the Township may encounter. In addition to our litigation skills, we are trained mediators. We strive to reach appropriate and inexpensive resolutions of pending disputes in the best interests of the Township whenever possible.

Medical and Recreational Marihuana. We are currently assisting several townships in dealing with the new challenges presented by commercial medical and recreational marihuana, as a result of the legislation passed in 2016, 2018, and numerous subsequent amendments. This is a cutting-edge area of township law that calls for solutions to entirely new problems. To meet these challenges, we have worked with a select group of townships to develop a list of comprehensive recommendations and model ordinances. Different townships will choose different strategies in this emerging area, and we are attempting to provide townships the most up-to-date information and strategies.

Ordinance Strategies and Code Development. We review, draft, interpret and develop ordinances. As experience or trends dictate, we proactively suggest amendments or changes to improve your existing ordinances. We prepare or review zoning ordinances, nuisance and noise ordinances and ordinances regulating a wide variety of matters, including public and private roads, site condominiums, telecommunications, cemeteries, signs, wetlands, adult businesses, mobile homes, abandoned and dilapidated structures and vehicles, water and wastewater systems and surface water drainage. Our lawyers can also help you establish or improve current systems to improve the efficiency and economy of ordinance compliance.

Personal Property Tax Collection. Township treasurers often benefit from our legal assistance in the collection of delinquent personal property taxes. The success of these collections largely depends on your treasurer receiving timely support to move quickly at the first sign of a potentially delinquent account. We will provide your treasurer access to our advice, knowledge, systems and forms, allowing for a quick and efficient response to these potential tax collection problems.

Special Assessments and Public Improvements. We assist townships with public improvement financing through special assessments and connection fees, and we can help draft rate ordinances and user charge systems for your water and wastewater systems, if necessary. We also conduct property acquisition for public projects and public facilities. We handle condemnation litigation and will work with you to acquire necessary easements without litigation, if possible. We use creative strategies for recreation land and open space acquisition, including tax-advantaged gifts and installment purchase contracts.

Tax Appeals. We have extensive experience before the Michigan Tax Tribunal in property tax assessment and special assessment appeals, including major commercial and industrial cases. One of our attorneys is also a licensed general real estate appraiser, which will give the Township the benefit of additional expertise on tax valuation matters unlike any other law firm representing townships in this state.

Zoning and Planning. Our reputation in land use and zoning matters is well-recognized across the state. We frequently draft or review land use plans, zoning ordinances and amendments, wetlands regulations, growth management measures, land division ordinances, subdivision regulations and site condominium ordinances. We will work closely with the Township and your professional planners to review proposed land developments, especially when litigation is possible. We monitor and defend land use disputes in both the trial and appellate courts.

BOND COUNSEL – THRUN LAW FIRM, PC

Thrun Law Firm is nationally recognized bond counsel. Seven of our attorneys are involved in the public finance/municipal bond practice, and their experience in that field ranges from two to thirty years. Those attorneys consider providing finance-related services to our clients as their primary, if not sole, responsibility. Our public finance attorneys are experts in all areas of public finance and municipal bond issues.

Thrun Law Firm is perennially among the top five bond counsel firms in Michigan, based on the dollar volume of bond issues, as ranked by *The Bond Buyer* (a daily trade newspaper). We serve as bond counsel for over 85% of the school bonds and notes issued by Michigan school districts on an annual basis. Further, we close more bond and note transactions than any other bond counsel firm in the State of Michigan.

Thrun Law Firm counts among our recent and current clients for public finance services the State of Michigan and its agencies, the majority of Michigan's local and intermediate school districts, many community colleges, as well as various counties, cities, villages, and townships, among other public

entities. Examples of the types of bond transactions we have been involved in on behalf of municipal clients include capital improvement bonds, revenue bonds, special assessment bonds, building authority bonds, downtown development bonds, refunding bonds and installment purchase agreements.

PROSECUTION SERVICES – LAW OFFICE OF CRYSTAL MORGAN, PLLC

The Law Office of Crystal Morgan, PLLC serves as general and special legal counsel to a variety of public sector clients, including townships, villages, cities, statutory lake improvement boards and a regional water policy board. Since 2007, Crystal has provided prosecutorial services to townships, cities, villages for criminal, traffic and municipal civil infraction violations.

Crystal represents other local governments in Kent County in ordinance enforcement matters, including Alpine Township and the City of Walker, where she has served as the City prosecutor since 2013. She also provides ordinance enforcement and prosecution services for Georgetown Charter Township, Spring Lake Township, and the Village of Spring Lake in Ottawa County.

She has a client-friendly travel policy under which she charges the IRS standard rate for mileage but does not charge an hourly rate for time spent in the car, thus helping to reduce the costs incurred by clients in ordinance enforcement proceedings.

SEMINARS, PRESENTATIONS AND PUBLICATIONS

Our attorneys are called upon by municipal and professional organizations like the MTA and MATS to provide seminars and presentations to township officials and others. We also present seminars for individual townships and sponsor our own seminars for township officials.

If any of your Township officials are not already subscribed, one of the complimentary services we provide is our monthly Township Law E-Letter, circulated to over 6,500 Michigan township officials. We have more than 150 E-Letters on a variety of timely topics for the benefit of township officials posted on our firm's website at: <https://fsbriaw.com/our-feed/>

RECENT PROJECTS

- Dozens of successful zoning, building and nuisance prosecutions.
- Comprehensive zoning ordinance revisions for several townships.
- Review and advice on complex zoning approvals or decisions, including special land uses, site plans, variances, and appeals.
- Removal of dangerous buildings and recovery of removal costs.
- Multi-million-dollar water and sewer projects with Rural Development financing.

- Developed a unique wind park zoning ordinance amendment.
- Intergovernmental police and fire agreements.
- Disincorporation of a joint fire authority to township's advantage.
- FOIA case against Department of Treasury to obtain "secret" criteria for review of township assessing practices, recovering 100% of the township's attorney fees.
- Truck route ordinance to control truck traffic from gravel pits.
- Joint township planning commission and joint land use plan.
- Dozens of commercial and industrial tax appeals in the Tax Tribunal and appellate courts.
- Halted state tax foreclosure through swift judicial action, protecting township from the loss of \$1 million in unpaid water and sewer assessments.
- Unique special assessment mechanism for township police, fire and emergency services.
- Collective bargaining agreements for several police, firefighter, public works and clerical units, with significant wage and benefit savings for townships.
- Resolution of serious internal township board disputes.
- Formation of special assessment districts for lake improvement projects.
- Prepared complex regulations to address new legislation on telecommunications towers.
- Negotiated drain easement across a fragile municipal-owned natural area.
- Minimized cemetery costs; allocated grave sales between general fund and cemetery fund.
- Ballot proposals for new and renewal millage; township police assessments; and zoning.
- Defended discipline and termination of police and fire union employees.
- Ballot proposals for the issuance of building authority bonds to construct a fire station.
- Serving as bond counsel for water system and wastewater system revenue bonds issued by a municipality.
- Serving as bond counsel for capital improvement bonds issued by a charter township.

TEAM OF TOWNSHIP ATTORNEYS

We propose the following outstanding team of notable and experienced township attorneys to serve the needs of your Township:

Fahey Schultz Burzych Rhodes PLC



Christopher S. Patterson would serve as lead Township Attorney to Cascade Charter Township. Chris focuses his law practice on the representation of townships, particularly in land use and zoning, utility rates and issues, and township governance issues. He assists dozens of townships on a variety of matters and serves as lead counsel to several of the firm's township clients. Prior to joining our firm, he was a law clerk for federal Judge Lawrence P. Zatkoff in Port Huron, where he gained valuable experience in hearings and trials. He graduated *magna cum laude* from Michigan State University College of Law, focusing on studies of real property and urban planning, which complemented his undergraduate studies in real estate regulation, appraisal and investment. In 2017, he was named a *Top 5 under 35* attorney in Ingham County. Chris was named by Super Lawyers as a *Michigan Rising Star* in State, Local and Municipal Law in 2019 and again in 2020. Chris is a member MAMA and several sections of the State Bar of Michigan. He serves as Executive Council of the Administrative and Regulatory Law Section of the State Bar of Michigan and is a member of Inns of Court-MSU Chapter. He also is co-chair of the Ingham County Bar Association's Real Estate Section and is a Michigan real estate licensed salesperson, which assists with taking a practical, knowledgeable approach to real property matters, including the transfer of real property and related litigation. cpatterson@fsbrlaw.com

Chris' residence is conveniently located in Lowell, MI, which is in close proximity to Cascade Charter Township. His current location would enable him to arrive at the Township Hall within 20 minutes. Regarding lead time required for impromptu meeting attendance, an hour's notice would be sufficient notice in most cases. Additionally, Chris is available to attend meetings via Zoom video conference as well.

William K. Fahey has devoted his 43-year legal career to representing townships throughout Michigan. Bill has personally represented more than 140 Michigan townships during his career and has handled every legal issue townships may encounter. He is a tough advocate for townships, and is especially passionate about zoning and planning, annexation and detachment and public projects. Bill has served as an Adjunct Professor of Zoning and Land Use Law at Cooley Law School and is one of the acknowledged authorities in Michigan zoning and planning law. He has frequently taught MTA and MATS workshops on a wide range of unique township legal issues. Bill is recognized in the publication, "The Best Lawyers in America." In 2015, 2016, 2018, and 2020, Bill was honored by that publication as the "Lawyer of the Year" in mid-Michigan. His peers have also selected him as a "Michigan Super Lawyer" for the last several years. He is rated "AV" by Martindale-Hubbell, the highest rating available. wfahey@fsbrlaw.com



Jacob N. Witte joined the firm in 2018. His work primarily focuses on code enforcement and prosecuting civil infractions for ordinance violations. He also assists in drafting new ordinances, sign regulation, small cell licensing, marijuana law, and has tackled constitutional issues involving first and second amendment rights on behalf of municipalities. Before joining the firm, Jake served as an intern for the Honorable John T. Gregg in the United States Bankruptcy Court for the Western District of Michigan, where he prepared bench memoranda to be used in court opinions, conducted extensive legal research and authored an article that was published in the Fall 2017 edition of the Federal Bar Association Bankruptcy Section Newsletter. Jake also served as an intern for the Honorable Rosemarie E. Aquilina in the 30th Circuit Court.

jwitte@fsbrlaw.com.

Notably, Jake is a resident of Cascade Charter Township and is located just 8 minutes from the Township Hall.



Helen “Lizzie” Mills specializes in both township law and management-side labor and employment law. With Lizzie’s advice and counsel on the unique employment issues public employers face, her clients are able to focus on providing first-rate, cost-effective service to taxpayers or end users. Lizzie is passionate about township matters and is a frequent presenter for associations across the state on labor and employment issues and general township matters. Although she is a successful employment litigator, as a certified mediator, Lizzie recognizes the importance of preventing and promptly resolving disputes. In 2015, Lizzie was honored as a “Top 5 under 35” attorney by the Ingham County Bar Association. In law school, she graduated second in her Cooley Law School class where she earned 11 certificates of merit (the highest honor for academic performance).

She is currently a member of the Council of the Government Law Section of the Michigan Bar and the editor of that Section’s publication that advises public sector practitioners on changes in municipal law. hmills@fsbirlaw.com



Ross K. Bower II counsels many of our municipal clients on day-to-day issues, focusing on Michigan municipal, property tax and drain law with an emphasis on property tax appeals and special assessments. Ross also focuses on municipal litigation in administrative, trial, and appellate courts. If selected, Ross would serve as the leading attorney for Michigan Tax Tribunal Matters. Ross has been named a “Rising Star” by Michigan Super Lawyers annually since 2010 and was recognized as one of the “Top 5” attorneys in Ingham County under the age of 35 in 2012. Ross graduated cum laude from Thomas M. Cooley Law School and received his undergraduate degree from Kalamazoo College. While in law school, he served on law review and was a member of the national moot court litigation team. rbower@fsbirlaw.com

Matthew A. Kuschel specializes in the representation of municipalities and special authorities throughout the state. He assists with ordinance drafting, ordinance enforcement, and real estate transactions. Matt is excited to be a part of crafting solutions to meet specific needs and has assisted several townships in the new area of marijuana ordinances, whether its opting in or opting out, as well as assisting townships from establishment to implementation, application and permit reviews, and ongoing regulation. Matt has recently been named in the 2021 Edition of *Best Lawyers: Ones to Watch* in Land Use and Zoning Law and Municipal Law. Prior to joining Fahey Schultz Burzych Rhodes, Matt worked for two years in the Research Division of the Court of Appeals and also completed a one-year corporate and legal fellowship in Chicago, Illinois. Matt graduated *magna cum laude* from Ave Maria School of Law in Naples, Florida. mkuschel@fsbrlaw.com



Kyle A. O'Meara joined FSBR in 2018 after spending the previous summer as a summer associate with the firm. He is a member of the firm's Municipal Group and supports the Drain Practice Group in various matters such as establishing inland lake levels. Kyle's work focuses on public entities in need of advice on a wide variety of legal topics from the Freedom of Information Act to drafting purchasing policies. He has aided numerous lake improvement boards and townships with various special assessment improvement projects. Fact-finding, problem-solving, and brainstorming are among Kyle's favorite parts of his work, and he enjoys helping clients tackle their challenges. Kyle is a graduate of Notre Dame Law School and the University of Michigan. komeara@fsbrlaw.com

Thrun Law Firm, PC

Ian F. Koffler joined the Thrun Law Firm in 2019 having practiced as a bond attorney in two of the leading firms in the Midwest for 15 years. Ian graduated from the University of Kentucky College of Law (J.D., 2004); University of Kentucky Martin School of Public Policy and Administration (M.P.A., 2001); and University of Richmond Jepson School of Leadership Studies (B.A., 1999).

Ian's practice focuses on public finance, elections, municipal law and general school law. He routinely advises school districts, states and



local governments issuing debt obligations to meet their capital acquisition needs. Ian also serves as counsel to underwriters, commercial and investment banks, leasing companies and other institutions purchasing municipal debt obligations.

Ian serves as elections counsel in connection with elections for bond and millage proposals. He regularly assists in all phases of the bond and millage election process, including, among other things, preparing the election calendar, the resolution calling for the election, and the ballot proposal language to be considered by the voters. He advises clients on all matters related to Michigan election and campaign finance laws. Ian has worked with public and private sector clients to finance and develop solar and renewable energy projects. Ian is a member of the National Association of Bond Lawyers, the State Bar of Michigan, and the Michigan Council of School Attorneys. Ian lives in Grand Rapids with his wife and two daughters. ikoffler@thrunlaw.com



Michael D. Gresens joined Thrun Law Firm in 1994, after graduating from the University of Michigan Law School (J.D., 1994). Mike received his undergraduate education from Michigan State University (B.A., with honor, Honors College, 1991). Mike's practice focuses on public finance, elections, municipal law and general school law. With respect to public finance, he has acted as bond counsel for the following types of municipal bond/finance transactions, among others: school district voted and nonvoted bonds, capital improvement bonds, downtown development bonds, revenue bonds, special assessment bonds, building authority bonds, refunding bonds, department of public works

bonds, drain bonds, tax increment bonds, state aid notes, tax anticipation notes, installment purchase agreements, and lease-purchase agreements. In those transactions, Mike has represented a wide spectrum of public entities across Michigan, including school districts, cities, townships, villages, counties, drainage districts, and downtown development authorities. He has also been counsel to certain underwriters and financial institutions, as well as the Michigan Finance Authority, with respect to the Authority's annual school district state aid note pool program.

He has over 20 years' experience representing cities, townships, villages, and counties across Michigan on general municipal matters. For example, on behalf of the firm, Mike has acted as general counsel to a Michigan charter township client since 1997. He has significant experience with the following areas of municipal law: Open Meetings Act, Freedom of Information Act, Michigan Tax Tribunal, ordinance drafting, ordinance enforcement, zoning/planning/land use, downtown development and other tax increment finance authorities, economic development, public improvements, special assessments, elections, taxation, and intergovernmental agreements and

cooperation. Mike is a member of the State Bar of Michigan (Public Corporation Law and Real Property Law sections), the Ingham County Bar Association, the American Bar Association, the National Association of Bond Lawyers, the Michigan Council of School Attorneys, and the National Council of School Attorneys. He is listed as a bond attorney in the Bond Buyer's Municipal Marketplace directory, also known as the "Red Book." mgresens@thrunlaw.com

Ryan J. Nicholson joined Thrun Law Firm in 2011 after graduating from the Indiana University Maurer School of Law in Bloomington, Indiana. Before joining the firm, Ryan interned with the National Labor Relations Board and the Indiana Attorney General. During law school, he clerked for Judge Daniel V. Zemaitis of Michigan's 17th Judicial Circuit Court in Grand Rapids.



Ryan's practice focuses on public finance, elections, municipal law and general school law. Ryan has assisted a variety of municipalities with the issuance of bonds and other public finance transactions. Ryan is a resident of Cascade Charter Township. rnicholson@thrunlaw.com

Law Office of Crystal Morgan, PLLC



Crystal Morgan established the Law Office of Crystal Morgan, PLLC in 2017. The firm was formerly located in Spring Lake and moved to Holland in 2020. Prior to moving to the lakeshore and establishing the firm in 2017, Crystal was an associate attorney at the former Grand Rapids firm of Law Weathers (which represented Cascade Charter Township) from 2007-2012 and a shareholder at the Grand Rapids firm of Bloom Sluggett Morgan, PC (now Bloom Sluggett, PC) from 2012 through 2016. Crystal attended the University of Dayton (B.S., 2000) and graduated *summa cum laude* from the Honors Program at Valparaiso University School of Law in 2005. Before entering private practice, she served as a Prehearing Attorney at the Michigan Court of Appeals. She is a five-time recipient of the *Michigan Super Lawyers* Rising Star Award for Public Sector Law. She has represented township

and other municipal clients in district and circuits, the Michigan Court of Appeals, Michigan Supreme Court, Michigan Tax Tribunal, and other administrative agencies. crystal@crystalmorganlaw.com

FEES AND CHARGES

We serve townships efficiently and economically. We know that townships must carefully manage their legal expenses. To that end, we propose the following rates and billing practices for the Township.

Unless other arrangements are made, we will bill for our legal services based on hourly rates that are assigned to each lawyer according to their years of experience and specific expertise. Hourly rates are subject to periodic review and adjustment at least annually. Lawyers primarily handling your matters would bill at the following hourly rates:

GENERAL COUNSEL RATES – FAHEY SCHULTZ BURZYCH RHODES PLC

William Fahey	\$305	Matthew Kuschel	\$190
Christopher Patterson	\$240	Jacob Witte	\$190
Helen Mills	\$250	Kyle O'Meara	\$190

Fahey Schultz Burzych Rhodes PLC also employs 12 associate attorneys at the firm who bill at rates between \$165 to \$190 per hour. Our paralegal/clerks bill at a rate of \$125 per hour. We leverage all of the attorneys in our office to provide effective and economic representation to the Township. We find that in township matters using both partners and associate attorneys, our rates average approximately \$210 per hour.

Our rates are inclusive of all overhead costs. We will not charge you separate "cost" items for mileage, facsimiles, emails, telephone charges, overtime, photocopying within our office and other similar costs. Any additional costs we charge are limited to our actual, out-of-pocket cost (without a markup) for such items as witness fees, title work, third party messenger or overnight delivery services, process servers, court transcripts, court and government filing fees, outside printing, newspaper notices and similar third-party charges.

We will invoice you at the beginning of each month for hourly rates and costs. Payment within 30 days is expected, and we may charge you interest of 1% per month on accounts not paid within 30 days. Invoices can be paid by check (made out to the invoicing firm), cash, money order or electronic transfer (ACH). Please refer to our standard terms attached to the engagement letter for more detailed information on time and costs charged.

We will assign the right professional to each matter based on experience, efficiencies and abilities. If a matter requires only the experience of an associate, we will assign an associate. When a partner is required, we will assign a partner. When a particular specialty is required, an attorney with that specialty would be assigned.

On request, we provide estimates of our anticipated fees on a matter when that is practicable. We can also set budgets on specific matters at your request. But unless we agree in writing to perform a specific service for a fixed fee, an estimate will not represent a maximum, minimum or agreed fee.

BOND COUNSEL RATES – THRUN LAW FIRM, PC

For public finance and bond counsel work, Thrun Law Firm bills a flat rate, all-inclusive fee based on the type and amount of the bond issue or transaction. Our fee includes routine post-closing advice regarding the bonds or related topics such as expenditure of bond proceeds, debt retirement fund issues, and arbitrage compliance. Additionally, our fee is typically paid out of the proceeds of a bond issue or invoiced separately after closing for other public finance transactions. Examples of our fee for a limited tax general obligation (LTGO) bond issue are included below:

- For a \$1 million LTGO bond issue our bond counsel would be \$10,500
- For a \$5 million LTGO bond issue our bond counsel fee would be \$18,000
- For a \$10 million LTGO bond issue or bond counsel fee would be \$28,000

PROSECUTION SERVICES RATES – LAW OFFICE OF CRYSTAL MORGAN, PLLC

All prosecution work performed by the firm would be done by Crystal Morgan on an as-needed basis and would be billed to the Township at the rate of \$190 per hour. Like the rate for general municipal work, this rate includes most costs, such as routine postage (up to \$1.10 per day), photocopies, facsimiles, emails, telephone charges, Zoom fees, and other similar costs. Additional costs such as transcripts, filing fees, witness fees, service of process fees, recording fees, and other similar charges would be billable to the Township. In addition, the firm bills the IRS-standard mileage rate for travel time (including to court hearings and trials as needed) but does not charge an hourly rate for time spent in the car. The firm sends monthly invoices detailing all work and billable costs. Payment is due upon receipt.

DEPOSITIONS AND TRIALS

As stated above, we pursue our goal of maximizing efficiency and effectiveness by utilizing the right attorney where necessary. We apply this structure in many areas, including handling litigation (i.e., depositions, trials, motions, discovery, and appeals). In litigation involving the Township, we will assign a lead attorney based on the substantive matter of the case and use associates appropriately to provide economic and effective representation.

NO CONFLICTS OF INTEREST

There are no pending matters or client relationships that would present a conflict of interest in the representation of Cascade Charter Township.

We avoid conflicts of interest wherever possible by not accepting clients that may likely have disputes with townships. Before engaging with new clients or opening new matters for a client, we conduct a search to determine whether a conflict may arise with an existing client. We have an electronic software that runs the names of adverse parties, clients, and potential clients. We also run a search of our entire file system. We abide by the Michigan Professional Rules of Conduct, which prohibits our lawyers from the representation of a client that will be directly adverse to that of another client. In the event that a conflict would arise in the future, Cascade Charter Township would be involved as required by the rules of conduct. Because we devote such a large percentage of our time to the representation of townships, we take this challenge very seriously.

NON-DISCRIMINATION

We do not discriminate against any individual because of race, color, national origin, sex, age, height, weight, marital status, handicap or any other reason prohibited by applicable laws in our consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay or other forms of compensation, demotion or separation.

REFERENCES

Fahey Schultz Burzych Rhodes PLC, Thrun Law Firm, PC and the Law Office of Crystal Morgan, PLLC have engaged in work consistent with the scope of projects identified in the "Recent Projects" Section of this Proposal for the representative clients identified below. As per Cascade Charter Township's request for billing synopses, attached to this Proposal are sample billing reports that are representative of the type of work we perform for similar clients (**Attachment 1**) and a form engagement letter (**Attachment 2**). In the interests of preserving attorney-client privilege, we have omitted any client identifying information from these materials.

GENERAL COUNSEL REFERENCES – FAHEY SCHULTZ BURZYCH RHODES PLC

We serve more than 120 townships and many other municipal governments, including cities, villages, counties, district libraries, lake improvement districts and drain commissioners. You are welcome to contact any of our clients, including the following township references:

Michigan Townships Association
Neil Sheridan, Executive Director
(517) 321-6467

Alpena Charter Township (Alpena County)
Nathan Skibbe, Supervisor
(989) 356-4024

Pinconning Township (Bay County)
Sharon Stalsberg, Supervisor
(989) 879-4018

Howell Township (Livingston County)
Mike Coddington, Supervisor
(517) 546-2817

Coe Township (Isabella County)
Mary Kay Maas
(989) 828-5322

Arcada Township (Griatiot County)
Doug Merchant, Supervisor
(989) 289-7420

Grant Township (Clare County)
Dan Dysinger, Supervisor
(989) 588-2552

Roscommon Township (Roscommon County)
Diane Randall, Supervisor
(989) 422-4116

Oneida Charter Township (Eaton County)
Don Cooley, Supervisor
(517) 622-8078

Vernon Township (Shiawassee County)
Bert DeClerg, Supervisor
(989) 288-2388

Grass Lake Charter Township (Jackson County)
Cathy Zenz, Clerk
Doug Lammers, Zoning Administrator
(517) 522-8464

Windsor Charter Township (Eaton County)
Kern Slucter, Supervisor
Lisa Rumsey, Clerk
(517) 646-0772

BOND COUNSEL REFERENCES – THRUN LAW FIRM, PC

Charter Township of West Bloomfield
Teri Weingarden, Township Treasurer
(248) 451-4860

Charter Township of Delhi
Tracy Miller, Township Manager
(517) 694-2137

City of Fennville
Amanda Morgan, City Administrator
(269) 561-2444

City of Coopersville
Jonathan Seyferth, City Manager
(616) 997-9731

Charter Township of West Bloomfield – Thrun Law Firm served as bond counsel assisting the Township with the issuance of its \$2,500,000 Capital Improvement Bonds, which were issued on September 9, 2020.

City of Fennville – Thrun Law Firm served as bond counsel assisting the City with the issuance of its \$1,226,000 Water System Improvement Revenue Bonds, which were issued on July 7, 2020 and the issuance of its \$3,720,000 Wastewater System Improvement Revenue Bonds, which were issued on September 30, 2020.

City of Coopersville – Thrun Law Firm served as bond counsel assisting the City with the issuance of its \$2,700,000 Capital Improvement Bonds, which were issued on October 30, 2019.

PROSECUTION REFERENCES – LAW OFFICE OF CRYSTAL MORGAN, PLLC


City of Walker
Darrel Schmalzel, City Manager
(616) 791-6787

Village of Spring Lake
Christine Burns, Village Manager
(616) 842-1393

SUMMARY

Fahey Schultz Burzych Rhodes PLC, Thrun Law Firm, PC and the Law Office of Crystal Morgan, PLLC are excited about the opportunity to represent Cascade Charter Township. Our focus on serving townships, our depth and breadth of legal skills and our years of township experience will benefit the Township in ways that no other law firm can match. We look forward to assisting Cascade Charter Township.

Sincerely,



CHRISTOPHER S. PATTERSON

FAHEY SCHULTZ BURZYCH RHODES PLC, MEMBER

Direct: 517.381.3205
cpatterson@fsbirlaw.com



Ian F. Koffler

Thrun Law Firm, P.C., Shareholder

Direct: 616.588.7706
ikoffler@thrunlaw.com



Crystal L. Morgan
Law Office of Crystal Morgan, PLLC

Direct: 616.607.2800
crystal@crystalmorganlaw.com

Attachment 1

Fahey Schultz Burzych Rhodes

ATTORNEYS AT LAW FSBRLAW.COM
4151 OKEMOS ROAD TEL: 517.381.0100
OKEMOS, MI 48864 USA FAX: 517.381.5051

SAMPLE

April 1, 2021

Invoice # Sample

Billing Attorney: Christopher Patterson

For Professional Services Rendered Through: March 31, 2021

MATTER: Marihuana Matters

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
03/1/21	Telephone conference w/ client	MAK	0.50	\$190.00	\$95.00
03/14/21	Draft Correspondence RE: MMFLA & MRTMA Ordinances/ Telephone Conference w/MAK	JPF	2.10	\$165.00	\$346.50
	Draft legal memorandum re: MRTMA	MAK	0.30	\$190.00	\$57.00
03/12/21	Correspondence w/ client re: ordinances	MAK	0.30	\$190.00	\$57.00
03/28/21	Legal research re: MMFLA & MRTMA	JPF	0.20	\$165.00	\$33.00
	Totals				\$588.50
	Total Fee & Disbursements				\$588.50
	Balance Forward <i>(Please disregard if already paid)</i>				\$0.00
	Balance Due				\$588.50

PLEASE REMIT PAYMENT TO
FAHEY SCHULTZ BURZYCH RHODES PLC, 4151 OKEMOS ROAD, OKEMOS, MI 48864

Fahey Schultz Burzych Rhodes

ATTORNEYS AT LAW FSBRLAW.COM
4151 OKEMOS ROAD TEL: 517.381.0100
OKEMOS, MI 48864 USA FAX: 517.381.5051

SAMPLE BILLING

April 1, 2021

Invoice # Sample

Billing Attorney: Christopher S. Patterson

For Professional Services Rendered Through: March 31, 2021

MATTER: Zoning

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
03/01/21	Draft solar ordinance amendment, prepare notices of public hearing and adoption regarding the same	KAO	3.00	\$190.00	\$570.00
03/03/21	Review/revise zoning ordinance amendment	CSP	0.60	\$225.00	\$135.00
03/04/21	Revise solar ordinance amendment	KAO	1.70	\$190.00	\$323.00
03/09/21	Review/revise zoning ordinance	CSP	1.20	\$225.00	\$270.00
	Revise notice of adoption and notice of public hearing regarding solar ordinance amendment	KAO	0.40	\$190.00	\$76.50
	Totals				\$1,374.50
	Total Fee & Disbursements				\$1,374.50
	Balance Forward <i>(Please disregard if already paid)</i>				
	Balance Due				\$1,374.50

PLEASE REMIT PAYMENT TO
FAHEY SCHULTZ BURZYCH RHODES PLC, 4151 OKEMOS ROAD, OKEMOS, MI 48864

Fahey Schultz Burzych Rhodes

ATTORNEYS AT LAW FSBRLAW.COM
 4151 OKEMOS ROAD TEL: 517.381.0100
 OKEMOS, MI 48864 USA FAX: 517.381.5051

SAMPLE

April 1, 2021

Invoice # Sample
 Billing Attorney: Helen E. Mills

For Professional Services Rendered Through: March 31, 2021

MATTER: Negotiations

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
03/09/21	Review award; confer re same	HEM	0.40	\$225.00	\$90.00
	Review draft opinion, confer w/ HEM, client re same	CPK	0.40	\$175.00	\$70.00
03/10/21	Review draft opinion, offer revisions	CPK	2.00	\$175.00	\$350.00
03/11/21	Review NonSups Award; correspond w/ opposing counsel re same	HEM	0.50	\$225.00	\$112.50
03/12/21	Review revised NonSups award and related correspondence	HEM	0.20	\$175.00	\$35.00
03/16/21	Telephone conference w/ arbitrator, correspondence w/ opposing counsel and arbitrator	HEM	0.20	\$225.00	\$45.00
03/17/21	Telephone conference w/ client and correspondence w/ arbitrator	CPK	1.60	\$175.00	\$280.00
	Review draft Sups Award	HEM	0.30	\$225.00	\$67.50
03/17/21	Review Sups award; prepare correspondence re same	HEM	0.60	\$225.00	\$135.00
03/18/21	Telephone conference w/ client and correspondence w/ opposing counsel	HEM	0.40	\$235.00	\$94.00
Totals					\$1,279.00
Balance Forward <i>(Please disregard if already paid)</i>					\$0.00
Balance Due					\$1,279.00

PLEASE REMIT PAYMENT TO
 FAHEY SCHULTZ BURZYCH RHODES PLC, 4151 OKEMOS ROAD, OKEMOS, MI 48864

Attachment 2

Fahey Schultz Burzych Rhodes

ATTORNEYS AT LAW
4151 OKEHOS ROAD
OXFORD, MI 48864 USA

FSBRLAW.COM
TEL: 517.381.6100
FAX: 517.461.3931

April 7, 2021

Via E-mail

Cascade Charter Township
c/o Benjamin Swayze, Township Manager
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Dear Manager Swayze:

Re: Engagement re General Counsel

Thank you for selecting Fahey Schultz Burzych Rhodes PLC to represent Cascade Charter Township. The scope of our engagement includes general counsel legal services to the Township. We will do our best to provide timely legal advice and representation within the scope of the engagement. This letter confirms the terms of our agreement to represent Cascade Charter Township.

You will be our primary contact in this engagement, and I will be the primary attorney responsible for this engagement. Our time and costs will be charged as described in the enclosed Standard Terms, which are incorporated in this letter. My current hourly rate is \$240.

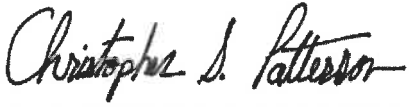
Unless other arrangements are made, we will bill for our legal services based on hourly rates that are assigned to each lawyer according to their years of experience and specific expertise. Hourly rates for lawyers handling township matters currently range from \$165 to \$305 per hour. Our rates are subject to periodic review and adjustment at least annually.

We appreciate the confidence you have in us and look forward to working with you. If you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please return a signed copy of this letter so we can officially begin to represent Cascade Charter Township's interests.



EXPERT COUNSEL. REAL SOLUTIONS.

Sincerely,



**CHRISTOPHER S. PATTERSON
MEMBER**

Direct: 517.381.3205

cpatterson@fsbriaw.com

CSP/tnd

Acknowledged and Agreed:

By: _____
Benjamin Swayze, Township Manager
Cascade Charter Township

Dated: _____, 2021

STANDARD TERMS OF ENGAGEMENT

Thank you for retaining **Fahey Schultz Burzych Rhodes PLC** ("Firm") for legal services. These **Standard Terms** govern our engagement unless otherwise stated in your engagement letter or by the Rules of Professional Conduct. Please review these **Standard Terms** carefully and retain them in your files. If you have any questions about our legal representation or invoices, please contact your primary attorney promptly.

1. SCOPE OF OUR SERVICES. Our engagement letter states specific matter(s) where we represent you and the scope of our services, which can only be varied by express written agreement. Our services do not include tax advice unless specified in the engagement letter. If you request opinions of law or outcomes, our opinions are limited by known facts and law at the time our opinion is rendered, subject to factors unknown or beyond our control. We use our best professional judgment, but cannot guarantee any outcome.

2. PRIMARY ATTORNEY. The primary attorney responsible for your representation may use other attorneys, paralegals or non-legal professionals with the Firm in the exercise of professional judgment. Attorneys outside the Firm may be consulted to serve as legal advisors to the Firm based on their licensed status in other jurisdictions or expertise in particular legal specialties.

3. CLIENT. The Firm will provide representation only to the person(s) or entity identified in our engagement letter. In matters for corporations, partnerships and other legal entities, unless otherwise agreed in writing, our representation does not extend to officers, directors, employees, shareholders, partners, members, individuals or any affiliates (such as parent, sister or subsidiary corporations).

4. OUR FEES. Unless other arrangements are made, we will bill for our legal services at our standard hourly rates, which are available on request. Hourly rates are subject to periodic review and adjustment at least annually. On request, we provide estimates of our anticipated fees on a matter when, in our professional judgment, they can be made; but unless we agree in writing to perform a specific service for a fixed fee, an estimate will not represent a maximum, minimum or agreed fee. We may also consider the following factors as appropriate to submit invoices in excess of our standard hourly rates: novelty and difficulty of the question involved; skill requisite to perform the legal services; likelihood that acceptance of a particular matter will preclude other representation; fee customarily charged in the locality for similar services; risk assumed by the Firm in performing certain types of work; amount involved and results obtained; and any time limitations imposed by the Client or by other circumstances.

5. COSTS. In addition to hourly rates, you must reimburse us for costs such as filing and recording, experts and expert witnesses, deposition transcripts, overnight or special delivery service, certified mail, mileage exceeding twenty-five (25) miles from our office and lodging (all without any mark-up). These costs will not include copies we make in-house, regular US postage, faxes or other costs that we typically consider as overhead. We submit costs in excess of \$1,500.00 by third parties to you for direct payment.

6. INVOICES. We will invoice you at the beginning of each month for hourly rates and costs. Payment within 30 days is expected, and we may charge you interest of 1% per month on accounts not paid within 30 days. Invoices can be paid by check (to Fahey Schultz Burzych Rhodes PLC), cash, money order or electronic transfer (ACH). If you have questions on any invoice, contact your primary attorney as soon as possible.



7. RETAINERS. Unless otherwise stated in the engagement letter, we may withdraw amounts from a retainer at any time as necessary to satisfy unpaid invoices. If the retainer becomes insufficient to cover past due invoices or falls below the agreed amount, you will be required to replenish the retainer. Any portion of the retainer remaining after all legal services have been paid for will be refunded to you.

8. CONFLICTS OF INTEREST. We try to identify existing and potential conflicts at the outset of any engagement. We may ask you to sign a conflict waiver prior to an engagement. Other clients or prospective clients may ask us to seek a conflict waiver from you to represent them, but that doesn't mean we will represent you less zealously. If a conflict arises or appears after we begin an engagement, we will do our best to address and resolve the conflict consistent with our professional responsibilities. We will not represent any other client on a matter where we represent you unless you expressly agree and we can do so under the Rules of Professional Conduct. We may represent another client who is one of your market competitors.

9. INSURANCE COVERAGE. You must determine if you are covered by insurance for liability or legal expenses. Please notify your insurer(s) of any claim or potential claim and our involvement as soon as possible. Please inform us if you have insurance coverage for the matter(s) for which we are retained. With your approval and cooperation of your insurer(s), we can work with or serve as assigned insurance counsel as appropriate.

10. TERMINATION OF REPRESENTATION. You may terminate our representation at any time, with or without cause. We may terminate your representation if you fail to pay us any amount invoiced, fail to cooperate with us, or we determine that your representation would violate the Rules of Professional Responsibility or be impractical. Termination of the representation does not relieve you of the obligation to pay for legal services we provided prior to termination or need to provide for orderly transfer to your new counsel. On termination of representation for any reason, we will return your papers, documents and other property to you at your request, but may retain a copy for our own files. If any unpaid invoices are owed to us, we may retain your documents if they are subject to a lien. When we complete the work for which you retained us, our representation will end. Any further or additional work will be subject to these **Standard Terms** unless otherwise expressly agreed in writing.

11. RECORDS RETENTION. Subject to the above, we will return your materials at the end of the engagement. After the engagement, in accordance with these **Standard Terms**, applicable law and the Rules of Professional Conduct, we will hold your files for seven (7) years, when they may be destroyed. We will attempt to notify you before destroying any files and may charge you to dispose of or retain your files.

12. ELECTRONIC DATA COMMUNICATION AND STORAGE. We may communicate with you and others by email or fax, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data confidential to your matters(s) may be transmitted or stored using these methods. In using these data communication and storage methods, the Firm will make a reasonable effort to keep such communications and data secure in accordance with our obligations under applicable laws and professional standards. You agree that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors.

Please contact your primary attorney if you have any questions regarding these **Standard Terms**.



THRUN
LAW FIRM, P.C.

U.S. MAIL ADDRESS
P.O. Box 2575, EAST LANSING, MI 48826-2575
PHONE: (517) 484-8000 FAX: (517) 484-0001

ALL OTHER SHIPPING
2900 WEST ROAD, SUITE 400
EAST LANSING, MI 48823-6386

GORDON W. VANWIJEN, JR.
MARTHA J. MARCERO
LISA L. SWEM
JEFFREY J. SOLES
ROY H. HENLEY
MICHAEL D. GREBENS

CHRISTOPHER J. IAMARINO
RAYMOND M. DAVIS
MICHELE R. EADDY
KIRK C. HERALD
MARGARET M. HACKETT
MATTHEW F. HIBER

ROBERT A. DIETZEL
KATHERINE WOLF BROADDUS
DANIEL R. MARTIN
JENNIFER K. STARLIN
TIMOTHY T. GARDNER, JR.
IAN F. KOPFLER

FREDRIC G. HEIDEMANN
RYAN J. NICHOLSON
PHILIP G. CLARK
PIOTR M. MATUSIAK
CRISTINA T. PATZELT
JESSICA E. McNAMARA

KATERINA M. VUJEA
BRENNAN M. ACKERMAN
RYAN J. MURRAY

[DRAFT FOR DISCUSSION PURPOSES ONLY]

_____, 2021

**Re: Engagement Letter – Bond Counsel
Proposed Not to Exceed \$ _____ Bonds**

Dear _____:

The purpose of this engagement letter is to set forth certain matters concerning the services that Thrun Law Firm, P.C. will perform as bond counsel to the _____ (the “_____”) in connection with the issuance of the _____'s proposed 20 _____ Bonds (the "Bonds"). It is my understanding that the proposed principal amount for the Bonds is currently estimated at \$ _____

SCOPE OF ENGAGEMENT

In this engagement, we expect to perform the following duties:

- (1) Assist the _____ with obtaining "qualified status" or prior approval to issue the Bonds from the Local Audit and Finance Division of the Michigan Department of Treasury, and assist the _____ with seeking from other governmental authorities such approvals, permissions and exemptions as we determine are necessary or appropriate in connection with the authorization, issuance and delivery of the Bonds, except that we will not be responsible for any required "blue sky" filings.
- (2) Subject to the completion of proceedings to our satisfaction, render our legal opinion (the "Bond Opinion") regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of interest on the Bonds from gross income for federal and State of Michigan income tax purposes.
- (3) Prepare and review resolutions, ordinances and other documents necessary or appropriate to the authorization, issuance and delivery of the Bonds, and coordinate the authorization and execution of such documents.



[Addressee Name]

[Date]

Page 2 of 4

[DRAFT FOR DISCUSSION PURPOSES ONLY]

- (4) Consult with _____ officials and advisors regarding the sizing and purpose of the bond issue as needed to develop the financing documents and participate in other conferences with _____ staff and members of the working group, such as the _____'s financial advisor.
- (5) Review legal issues relating to the structure of the Bond issue.
- (6) If the Bonds will be sold pursuant to a negotiated sale, such as to the Michigan Finance Authority (the "Authority") pursuant to the _____ Program, assist the _____ with negotiating the sale of the Bonds to the Authority, an underwriter or other financial institution. If the Bonds will be sold pursuant to a competitive sale, prepare and review the Notice of Sale pertaining to the competitive sale of the Bonds.
- (7) Provide post-Closing advice regarding the Bonds or related topics, such as expenditure of bond proceeds, debt retirement fund issues, and arbitrage compliance. *Please note that, in contrast to Thrun Law Firm's practice in this regard, many bond counsel firms and attorneys charge for such services on an hourly basis, which can dramatically increase the ultimate cost of the bond issue. Thrun Law Firm considers providing such services as part of its "all-inclusive" fee described below.*

Our Bond Opinion will be addressed to the _____ and, if necessary, the Underwriter, and will be delivered by us on the date the Bonds are exchanged for their purchase price (or the date of the Authority's pre-closing, if applicable) (the "Closing"). The Bond Opinion will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the _____ with applicable laws relating to the Bonds. During the course of this engagement, we will rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will direct members of your staff and other employees of the _____ to cooperate with us in this regard.

Our duties in the engagement for the Bonds are limited to those expressly set forth above. Among other things, our duties do *not* include:



[Addressee Name]

[Date]

Page 3 of 4

[DRAFT FOR DISCUSSION PURPOSES ONLY]

- (1) Preparing requests for tax rulings from the Internal Revenue Service, or no action letters from the Securities and Exchange Commission.
- (2) Preparing blue sky or investment surveys with respect to the Bonds.
- (3) Making an investigation or expressing any view as to the creditworthiness of the _____ or the Bonds.
- (4) Representing the _____ in Michigan Tax Tribunal cases, Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations.
- (5) Addressing any other matter not specifically set forth above that is not required to render our Bond Opinion.

ATTORNEY-CLIENT RELATIONSHIP

Upon execution of this engagement letter, the _____ will be our client and an attorney-client relationship will exist between us with respect to the proposed bond issue. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. We further assume that all other parties understand that in this transaction we represent only the _____, we are not counsel to any other party, and are not acting as an intermediary among the parties. Our services as bond counsel are limited to those contracted for in this letter; the _____'s execution of this engagement letter will constitute an acknowledgment of those limitations. Our representation of the _____ will not affect, however, our responsibility to render an objective Bond Opinion.

FEES

Based upon: (1) our current understanding of the terms, structure, size and schedule of the financing represented by the Bonds; (2) the duties we will undertake pursuant to this engagement letter; (3) the time we anticipate devoting to the financing; and (4) the responsibilities we will assume in connection therewith, we estimate that our fee will be \$ _____, based upon the estimated principal amount of \$ _____. Our fee may vary if: (A) the principal amount of Bonds actually issued differs significantly from the amount stated above; (B) material changes in the structure or schedule of the financing occur; or (C) unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will advise you and prepare and provide to you an amendment to this engagement letter. Our fee is all-inclusive, and the



[Addressee Name]

[Date]

Page 4 of 4

[DRAFT FOR DISCUSSION PURPOSES ONLY]

_____ will not be billed for any client charges made or incurred on our behalf, such as travel costs, photocopying, deliveries, long distance telephone charges, telecopier charges, filing fees, computer-assisted research and other expenses.

Our fee is usually paid at the Closing, and we customarily do not submit any statement until the Closing unless there is a substantial delay in completing the financing.

RECORDS

At your request, papers and property furnished by you will be returned promptly upon receipt of payment for outstanding fees. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter dated and signed by an authorized officer, retaining the original for your files.

We look forward to working with you. Thank you for allowing us to be of service to the _____.

THRUN LAW FIRM, P.C.

By: _____

Accepted and Approved:

By: _____

Its: _____

Title: _____

Date: _____, 20__

Fahey Schultz Burzych Rhodes PLC
Resumes

Fahey Schultz Burzych Rhodes

4151 DREXELS ROAD
OKEMOS, MI 48864 USA
CPATTERSON@FSBRLAW.COM

OFFICE: 517.381.3205
MOBILE: 269.744.4807
DIRECT FAX: 517.381.3185

Christopher S. Patterson

Member

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Chris is a member of the firm and practices in the areas of municipal law, real property, and administrative law. He works with countless Michigan townships on general municipal matters, zoning and land use, ordinance amendment, ordinance enforcement, real property issues, medical marihuana issues and municipal litigation. He is a frequent author of the firm's monthly E-Letter addressing hot topics in township law, and regularly presents at conferences and seminars held by the Michigan Townships Association, the Michigan Association of Township Supervisors, the Michigan Municipal Association of Clerks, and guest lectured at Western Michigan University, Thomas M Cooley Law School and Michigan State University College of Law.



Since 2017, Chris also been an executive member of the Administrative Law Section of the State Bar of Michigan, as well as co-chair of the Real Estate Section of the Ingham County Bar Association. In 2017, Chris also received the prestigious Top 5 Lawyers under 35 in Ingham County.

United States District Court, Eastern District of Michigan

Before joining Fahey Schultz Burzych Rhodes PLC in 2013, Chris spent two years clerking for the Honorable Lawrence P. Zatkoff, a Federal District Court Judge in Port Huron, Michigan. As law clerk, Chris prepared over 400 draft judicial opinions, covering intellectual property, evidentiary issues, real property, insurance coverage disputes and related commercial disputes. Chris also prepared bench memoranda, opinions, and orders on assorted topics for the Sixth Circuit Court of Appeals, including: Section 1983, sentencing guidelines, prosecutorial misconduct and immigration.

United States Sixth Circuit Court of Appeals

While attending law school, Chris had the fortune to extern as a clerk for the Honorable David W. McKeague, a Federal Court of Appeals Judge (one level below the United States Supreme Court). At the Sixth Circuit, Chris researched and drafted legal memoranda covering habeas corpus, the death penalty and ineffective assistance of counsel.

State of Michigan 24th Circuit Court of Sanilac County

Hailing from the phenomenal agriculture community nestled in Michigan's Thumb, Chris spent his first summer of law school working side-by-side with the Honorable Donald A. Teeple. While clerking for Judge Teeple, Chris conducted legal research and analysis regarding real property issues, and participated in various court hearings and trials.

Experience:

10 years

Education:

Juris Doctor, *Magna Cum Laude*, Michigan State University, East Lansing, MI, 2010

Bachelor of Arts in Political Science, *Summa Cum Laude with Honors*, Western Michigan University, MI, 2007

Memberships:

Ingham County Bar Association

State Bar of Michigan, Government Law, Administrative & Regulatory Law, Cannabis Law, Intellectual Property Law, Real Property Law, Young Lawyers Sections

Federal Bar Association of E.D. of Michigan

Michigan Township Association

Admitted:

All State and Federal Courts in Michigan

United States Supreme Court

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2013

United States District Court, Eastern District of Michigan, 2010



Fahey Schultz Burzych Rhodes

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FAX: 517.381.5051

Jacob N. Witte

Associate

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Jake has been an associate attorney at the firm since 2018. He works in the firm's municipal practice, with an emphasis in the areas of zoning law, constitutional law, Freedom of Information Act and Open Meetings Act compliance, and code enforcement. Prior to joining the firm, Jake graduated magna cum laude from Western Michigan University Cooley Law School, where he served as an Articles Editor for the College's law review.



Jake's work at the firm includes researching and drafting opinion letters and memoranda on a broad range of issues facing his municipal clients. He has provided guidance to and represented his clients in many matters, including the initiation and implementation of special assessments, compliance with the FOIA/OMA, code enforcement, and zoning issues. Jake also regularly assists his clients with the preparation, revision and adoption of zoning ordinances and police power ordinances. Jake has experienced repeated success in prosecuting civil infractions in a variety of Michigan courts, and has engaged in extensive brief writing for state and federal litigation.

United States Bankruptcy Court for the Western District of Michigan

Jake served as an intern for the Honorable John T. Gregg of the United States Bankruptcy Court for the Western District of Michigan from 2016 to 2017. While working for Judge Gregg, Jake prepared bench memoranda to be used in court opinions and seminars, conducted legal research regarding bankruptcy law, discussed outcomes and strategies with Judge Gregg, and authored an article on the nondischargeability of debts arising from acts of defalcation that was published in the Fall 2017 edition of the Federal Bar Association Bankruptcy Section Newsletter.

Ingham County Circuit Court

Jake served as an extern for the Honorable Rosemarie Aquilina of the 30th Circuit Court for Ingham County in 2015, during his second year at Western Michigan University Cooley Law School. While working as an extern, Jake drafted memoranda and final orders for the Judge, worked closely with court staff, reviewed legal briefs and observed numerous criminal and civil proceedings.

Experience:

3 Years

Education:

Juris Doctor, *Magna Cum Laude*, Western Michigan University Cooley Law School, 2017

Bachelor of Arts in Communication Studies, Grand Valley State University, 2012

Memberships

Ingham County Bar Association

State Bar of Michigan, Administrative & Regulatory Law, Government Law, and Young Lawyers Sections

Michigan Township Association

Admitted:

All State Courts in Michigan

U.S. District Court, Eastern District of Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2018



EXPERT COUNSEL. REAL SOLUTIONS.

Fahey Schultz Burzych Rhodes

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DIRECT FAX: 517.381.3170

William K. Fahey

Member

LEGAL EXPERIENCE

Fahey Schultz Burzych Rhodes

Bill is a founding member of our law firm. He is an expert in local government law, working tirelessly as the general or special counsel to more than 140 Michigan municipalities since 1977, with vast experience in local government matters, especially land use and zoning, municipal agreements, energy projects, emergency services, public improvements, water and sewer issues, municipal litigation, and appellate matters.

He has won accolades from all the lawyer-rating agencies, including a listing in "Best Lawyers in America" (since 2005), with 3 consecutive years as their "Lawyer of the Year" in mid-Michigan (2016, 2017 and 2018). He is a "Michigan Super Lawyer" (since 2006), rated "AV" by Martindale-Hubbell (the highest possible rating, since 1985), and listed as "10.0-Superb" by AVVO (since 2008). He thrice received the Ingham Newspapers' *People's Choice Award* (1994, 1995 and 1996).

Bill has written extensively for published legal journals and treatises, including recently-revised chapters of *Michigan Municipal Law* ("Conflicts and Cooperation between Local Governments," 2013) and *Michigan Appellate Handbook* ("Administrative Appeals," 2016), both published by ICLE. He has also written many published articles for ICLE, Michigan Township Association, the *Administrative Law Review*, and other publications.

He served on the *Committee to Revise the State Boundary Commission Rules* (2012-13), *State Bar Committee to Draft Zoning Appeals Rules* (2000), *Governor's Land Use Planning Task Force* (1994-96), as liaison between the Administrative Law Council and Government Law Council (1992-94) and as Chairperson of the Judicial Review Committee (1983-89). Bill held several charitable positions, including President (1985-86) and Advisory Board (1982-89) of Volunteers of America, Board of Directors of Capital Area United Way (1988-89), and Chairman (1987-88) and Board of Management (1983-89) of the Haslett Parkwood YMCA. He was the Lansing YMCA "Volunteer of the Year" in 1988.

Foster, Swift, Collins & Smith

Bill was a leading attorney at Foster, Swift, Collins & Smith for 30 years before founding Fahey Schultz Burzych Rhodes in 2008. During his decades at Foster Swift, he worked closely with Ted Swift and represented dozens of Michigan townships as general or special counsel. He was the firm president and its group leader for municipal law and utility law.

Western Michigan University, Thomas M Cooley Law School

He was an Adjunct Professor at Western Michigan University's Cooley Law School (1989-1996), where he taught specialized courses in Zoning and Land Use Law.



Experience:

43 years

Education:

JD, University of Wisconsin Law School, Madison, 1977

BA, with distinction, University of Wisconsin, Madison, 1974

Attended University of California, Berkeley, 1970-71

Memberships:

Ingham County Bar Association

State Bar of Michigan, Sections: Government Law, Appellate Practice and Administrative Law

Life Fellow, Michigan Bar Foundation

Admitted:

Michigan State and Federal Courts

6th Circuit Court of Appeals

United States Supreme Court

Experience:

Fahey Schultz Burzych Rhodes, since 2008 (Founding Member)

Foster, Swift, Collins & Smith, 1977-2007 (President and Shareholder)

Western Michigan University Thomas M. Cooley Law School, 1989-1996 (Adjunct Professor)



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Ross K. Bower II

Member

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Ross has been an attorney at the firm since shortly after its founding in 2008. He works almost exclusively in the areas of Michigan drain law, property tax law, and general municipal law. In recognition of his service to municipal clients, Ross has been selected annually as a "Rising Star" by the Super Lawyer's publication (2010- present) and was named a "Top 5 under 35" attorney in Ingham County in 2012.

He is experienced in administrative, trial and appellate courts in an array of matters including property tax assessments, drain projects, ordinance prosecution and enforcement, and zoning and planning. Ross represents municipal clients all over the state, including charter townships, general law townships, cities, and county drain commissioners and water resource commissioners.

Ross is also active in the community and served as general counsel and board member of the Erickson Learning Center Foundation, moot court judge for Michigan Youth in Government, judge for high school simulated congressional hearings, and President of the Ingham County Bar Association's Young Lawyers Section. In addition, Ross is a youth soccer coach for Meridian Charter Township and Okemos Soccer Club.

Hubbard, Fox, Thomas, White & Bengtson, P.C.

Before joining Fahey Schultz Burzych Rhodes PLC, Ross was a summer associate and then associate attorney at the Hubbard law firm from 2006-08. At Hubbard, Ross focused on municipal representation, drain law, general civil and criminal litigation, and administrative law matters.

Michigan Department of Attorney General

During law school, Ross clerked at the Attorney General's office in the State Appellate and Habeas Corpus sections of the Criminal Appellate Department. While clerking for the Attorney General's office, Ross researched Fourth Amendment case law and assisted in deciding a course of action with regard to a state appeal, in addition to drafting legally substantive answers to habeas petitions.



Experience:

14 years

Education:

Juris Doctor, *Cum Laude*, Thomas M. Cooley Law School, Lansing, MI, 2007

Bachelor of Arts in Anthropology and Sociology, Kalamazoo College, Kalamazoo, MI 2004

Memberships:

Ingham County Bar Association, Young Lawyers Section (Past President); Eaton County Bar Association

State Bar of Michigan, Administrative, Public Corporation Law, and Criminal Law Sections

Michigan Townships Association; Michigan Associate of Municipal Attorneys

Michigan Certified Assessing Technician

Admitted:

All State and Federal Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2008

Hubbard, Fox, Thomas, White & Bengtson, P.C., 2006-08

Michigan Department of Attorney General, 2005



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Helen E. R Mills

Member

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Helen ("Lizzie") practices almost exclusively in the areas of municipal law and labor and employment law. Lizzie regularly represents clients before Michigan state and federal courts and agencies, as well as labor-related negotiations. She can often be found handling wage and hour claims under investigation by the State of Michigan or federal Department of Labor, benefits challenges before the Unemployment Insurance Agency, Michigan Employment Relations Commission-related matters, and discrimination or retaliation claims before the Michigan Department of Civil Rights or the Equal Employment Opportunity Commission. Lizzie is a certified mediator and strong proponent of resolving disputes outside of—if not before—court. This skill and mindset are indispensable to Lizzie's clients.



Before joining the firm, Lizzie graduated 2nd in her law school class, where she attended on a full honors scholarship. While in law school, Lizzie received many accolades that demonstrate the breadth of her expertise. These include: the State Bar of Michigan Real Property Law Section Award for Advanced Property Law Achievement, the National Order of Scribes Award and 11 certificates of merit (highest grade in the class).

Since joining the firm, Lizzie has continued this legacy of success and dedication to her practice and community. The Ingham County Bar Association recognized her as one of the Top 5 Lawyers under 35 in Ingham County. Lizzie has spearheaded the Ingham County Bar Association's annual pro bono "Ask A Lawyer" event, served as the Chair of the Highfields Board of Directors, and currently serves the State Bar's Government Law Section as a Council member and editor of its regular publication, *Briefly*.

Lizzie authors municipal law newsletters and articles and has published articles in the Michigan Township News, the Michigan Bar Journal and the Cooley Law Journal of Practical and Clinical Law. She frequently presents seminars on labor and employment law issues for the Michigan Townships Association, Michigan Association of Township Supervisors and the Michigan Public Service Institute.

United States District Court, Eastern District of Michigan

Before joining the firm, Lizzie clerked for the Honorable Thomas L. Ludington, a federal district court judge in the Eastern District of Michigan. There, Lizzie drafted bench memoranda, opinions, and orders on many topics, including claims involving Section 1983, the FMLA, Title VII, and the Elliott-Larson Civil Rights Act.

Experience:

10 years

Education:

Juris Doctor, *Magna Cum Laude*, Thomas M. Cooley Law School, Lansing, MI, 2010

Bachelor of Arts in Spanish, *Summa Cum Laude*, Saginaw Valley State University, University Center, MI, 2005

Memberships:

Ingham County Bar Association, Young Lawyers Section

State Bar of Michigan, Administrative & Regulatory, Government Law, Labor and Employment, and Young Lawyers Sections

Federal Bar Association, Young Lawyers Section

Admitted:

All State and Federal Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2010

United States District Court, Eastern District of Michigan, Extern Law Clerk, 2010

Foster, Swift, Collins & Smith, PC, Summer Associate and Law Clerk, 2009



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Matthew A. Kuschel

Associate

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Matt practices in the municipal law group, with an emphasis on zoning law, ordinance enforcement, and real estate transactions. He regularly assists clients with the preparation and adoption of zoning ordinances, police power ordinances, and supporting resolutions. He also has extensive experience drafting opinions and memoranda on a wide variety of municipal and zoning matters. He has assisted with Downtown Development Authorities, has experience with and closing real estate transactions of several hundred thousand dollars, and works in conjunction with the municipal group with implementation of the Medical Marijuana Facilities Licensing Act.

Matt is a *magna cum laude* graduate of Ave Maria School of Law in Naples, Florida where he served as a Senior Editor of the Ave Maria Law Review, served as a faculty research assistant, and received a full-tuition merit based scholarship. He graduated cum laude from James Madison College of Public Affairs, Michigan State University with a Bachelor of Arts.

Since joining the firm, Matt has presented to new township officials regarding their new roles in public service and sat on a panel presentation at the Michigan Townships Association annual conference. He has authored newsletters and responded to frequently asked questions for township officials, especially in the emerging area of wedding or event barns in agricultural and rural zoning districts. He is also active in his community and local school district, including as a volunteer high school panelist where he assists students in local government issues and public speaking.

Michigan Court of Appeals

Prior to joining Fahey Schultz Burzych Rhodes, Matt was employed in the Research Division of the Michigan Court of Appeals where he worked on scores of cases, including cases involving municipal law, administrative procedure, and governmental immunity. In this position, he was able to observe appellate briefing and argument. It also allowed him to review the trial work of the cases prior to arriving in the Court and part of his responsibilities involved reviewing and objectively summarizing the facts and procedural history of each case.

Additional Experience

Immediately after graduating law school, he completed a one-year corporate and legal fellowship in Chicago, Illinois for an investment advisor firm and related broker-dealer regulated by FINRA and the SEC. In this role, Matt worked with senior management to address and resolve the day-to-day corporate, legal, and regulatory requirements of the company. He has interned with the Third Circuit Court in Wayne County, the Forty-Fourth Circuit Court in Livingston County, and the United States District Court, Middle District of Florida, in Fort Myers, Florida where he gained additional experience drafting bench memoranda, opinions, and orders on various state and federal topics.



Experience:

9 years

Education:

Juris Doctor, *Magna Cum Laude*, Ave Maria School of Law, Naples, FL, 2012

Bachelor of Arts, *Cum Laude*, Michigan State University, James Madison College of Public Affairs, East Lansing, MI, 2006

Memberships:

Ingham County Bar Association, Young Lawyers Section

State Bar of Michigan, Government Law, Administrative & Regulatory Law, Appellate Practice, Real Property, Religious Liberty, Young Lawyers Sections

Admitted:

All State Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2015

Michigan Court of Appeals, 2013 - 2015

Christian Brothers Investment Services, 2012-2013



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Kyle A. O'Meara

Associate

RELEVANT EXPERIENCE

Fahey Schultz Burzych Rhodes PLC

Kyle has been an attorney at the firm since 2018. He works in the firm's municipal practice group, with an emphasis in the areas of zoning law, ordinance drafting, Freedom of Information Act compliance, special assessments, and code enforcement. Kyle graduated from Notre Dame Law School in 2018 where he made the Dean's Honor Roll.

During law school, Kyle externed for the City of South Bend Indiana's Legal Department. While working for South Bend, Kyle aided attorneys who represented the City of South Bend's Public Works Department, Code Enforcement Department, and its Venue, Parks, and Arts Department. There Kyle reviewed various contracts, performed legal research, and revised city ordinances.

United States District Court, Northern District of Ohio

Before joining Fahey Schultz Burzych Rhodes PLC, Kyle was a legal extern for the Honorable Judge Jack Zouhary, District Court Judge for the Northern District of Ohio. His duties included conducting legal research and drafting bench memorandums on a variety of interesting legal topics ranging from white-collar crime to patent law.

Municipal Experience

Kyle has always had a passion for municipal government. Growing up in southwest Michigan, Kyle interned in the City of St. Joseph's City Manager's Office for two summers. In St. Joseph, Kyle helped launch a new City website and presented the new website to the City Commission. Further, Kyle interned in Meridian Charter Township's human resources department where he helped draft a new personnel policy manual.



Experience:

2 years

Education:

Juris Doctor, Notre Dame Law School, 2018

Bachelor of Arts in Public Policy, Gerald R. Ford School of Public Policy, University of Michigan

Memberships:

Haslett-Okemos Rotary Club

State Bar of Michigan, Labor & Employment Law, Administrative & Regulatory Law, Government Law Sections

Michigan Townships Association

Admitted:

All State Courts in Michigan

Professional Experience:

Fahey Schultz Burzych Rhodes PLC, since 2018

City of South Bend, Indiana Legal Department, Legal Extern, 2018

United States District Court, Northern District of Ohio, Legal Extern, 2016

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 801893756

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Summary for: FAHEY SCHULTZ BURZYCH RHODES, PLC

The name of the DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY: FAHEY SCHULTZ BURZYCH RHODES, PLC

Entity type: DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY

Identification Number: 801893756 Old ID Number: E0241Q

Date of Organization in Michigan: 01/18/2008

Term: Perpetual

The name and address of the Resident Agent:

Resident Agent Name: MARK J BURZYCH

Street Address: 4151 OKEMOS RD

Apt/Suite/Other:

City: OKEMOS

State: MI

Zip Code: 48864

Registered Office Mailing address:

P.O. Box or Street Address:

Apt/Suite/Other:

City:

State:

Zip Code:

Act Formed Under: 023-1993 Michigan Limited Liability Company Act

Managed By:

Members

View filings for this business entity:

ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
CERTIFICATE OF CORRECTION
CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT
RESIGNATION OF RESIDENT AGENT
CERTIFICATE OF ASSUMED NAME

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**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF COMMERCIAL SERVICES**

Date Received
JAN 18 2008

(FOR BUREAU USE ONLY)

FILED

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

JAN 18 2008

Name Mark J. Burzych
Address 4151 Okemos Road
City Okemos State MI Zip Code 48864

Administrator
(Signature)

EFFECTIVE DATE:

Document will be returned to the name and address you enter above. If left blank document will be mailed to the registered office.

E0241Q

ARTICLES OF ORGANIZATION
For use by Domestic Professional Service Limited Liability Companies
(Please read information and instructions on last page)

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned execute the following Articles:

ARTICLE I

The name of the professional limited liability company is:

Fahay Schultz Burzych Rhodes, PLC

ARTICLE II

The limited liability company is organized for the sole and specific purpose of rendering the following professional service(s):

Legal services

ARTICLE III

The duration of the limited liability company if other than perpetual is: _____

ARTICLE IV

1. The street address of the registered office is:

4151 Okemos Road Okemos, Michigan 48864
(Street Address) (City) (ZIP Code)

2. The mailing address of the registered office if different than above:

_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)

3. The name of the resident agent at the registered office is:

Stephen O. Schultz

1500 PAC 104995

ARTICLE V

All members and managers, will be duly licensed or otherwise legally authorized to render one or more of the professional service(s) for which this limited liability company is organized except as otherwise provided in Section 904 of P.A. 23 of 1993 or prohibited.

ARTICLE VI (Insert any additional provisions authorized by the act, attach additional pages if needed.)

[Empty box for Article VI provisions]

Signed this 18th day of January, 2008

Mark J. Burzych
(Signature(s) of Organizer(s))

Mark J. Burzych
(Type or Print Name(s) of Organizer(s))



**LEGAL SERVICES PROPOSAL FOR THE
CHARTER TOWNSHIP OF CASCADE**

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

MICHAEL D. HOMIER
1700 Beltline, N.E., Suite 200
Grand Rapids, MI 49525
616.726.2230
mhomier@fosterswift.com

FOSTERSWIFT.COM



Introduction

Foster Swift Collins & Smith, PC (Foster Swift) is excited to submit its credentials for consideration to provide general counsel, bond counsel and prosecutorial services to the Charter Township of Cascade. We appreciate the opportunity to participate in this review process. As a firm with significant experience in serving municipalities and lifetime roots in Michigan, Foster Swift is well-qualified to provide legal counsel to the Charter Township of Cascade. The firm exceeds the minimum applicable qualifications stated in Section 1.2 of the RFP.

Attorney Michael (“Mike”) Homier, the firm’s Municipal Practice Group Leader, is the single point-of-contact to respond to questions regarding this proposal. You can reach Mike at any time at 616.726.2230, 517.285.4251, or via email at mhomier@fosterswift.com. Per 2.14 of the RFP, the proposal is signed by Foster Swift President, Anne Seuryncck and the terms of this response are good for 60 days from the submission deadline of April 8, 2021.

Business Organization

Founded in 1902, Foster Swift Collins & Smith, PC has operated as a Michigan professional corporation since 1989. A certificate of good standing is attached to this response (see Appendix A – page 52).

Foster Swift is a full-service law firm with 93 attorneys with six offices. The firm’s offices are located at:

GRAND RAPIDS

1700 E. Beltline Ave NE – Suite 200
Grand Rapids, MI 49525
T: 616.726.2200

SOUTHFIELD

28411 Northwestern Highway – Suite 500
Southfield, MI 48034
T: 248.539.9900

LANSING

313 S. Washington Square
Lansing, MI 48933
T: 517.371.8100

HOLLAND

151 Central Ave – Suite 260
Holland, MI 49423
T: 616.796.2500

ST. JOSEPH

800 Ship Street – Suite 105
St. Joseph, MI 49085
T: 269.983.1400

DETROIT

333 W Fort Street – Suite 1100
Detroit, MI 48226
T: 248.785.4725

If awarded this work, the majority of the work will be completed by attorneys based in the firm’s Grand Rapids office. Our attorneys and staff are very involved in their respective communities, eight of whom reside within the Charter Township of Cascade.

Applicable Experience

Operating principles

Everyone at Foster Swift is committed to providing comprehensive, results-oriented legal services to every client, whether a municipality, large or small business, non-profit organization, or an individual.

We credit our 119 year success and growth to the firm's adherence to our values of integrity, civility, hard work, camaraderie and commitment to our communities. Clients of all backgrounds, public and private, seek our assistance. For most of our municipal clients, we establish long-term relationships that span generations. They appreciate our ability and experience in handling sophisticated transactions, difficult litigation and complex municipal issues. This commitment to top-quality service is the foundation of our mission: To provide comprehensive, result-oriented legal services to each and every client. It also supports our firm's core values.

- **Integrity.** Upholding the moral and ethical principles of law and society
- **Professionalism.** Treating people with respect, consideration and providing the highest level of client service
- **Skill.** Priding ourselves in the collective ability to provide the level of expertise necessary in any legal scenario
- **Community.** Advancing the quality of the area in which we work and live
- **Communication.** Creating mutual understanding of our shared goal for client success

Foster Swift is an equal opportunity employer and benefits from an active Diversity Committee comprised of attorneys, staff and administrators. We are proud to be one of the first of Michigan's "large law firms" to have selected a woman, municipal attorney Anne Seuryneck, as firm president. Twenty-five percent of the firm attorneys are women and many serve in management roles including two members on the firm's Executive Committee and three practice group leaders.

History

Founded in 1902, when Walter S. Foster established a law office in downtown Lansing, his reputation as a highly skilled and professional lawyer in the courtroom set the tone for our firm's future development. The firm eventually became home to generations of successful lawyers known and respected for their skill and civility. Our lawyers remember this legacy every time they step into a courtroom, a conference room, or a client's office.

Walter S. Foster's son, Richard B. Foster, joined the firm in 1932. Like his father, he had served as county prosecuting attorney. In 1955, Larry Lindemer joined the Fosters in the practice of law, and he subsequently became a Justice of the Michigan Supreme Court. Mr. Lindemer rejoined the firm as Of Counsel in 1986 and served as Attorney Emeritus to the firm until his death in 2020. In 1955, Theodore W. Swift and John L. Collins joined the firm. Then, in 1963, Webb A. Smith was added to the masthead, giving the firm the name by which it is known today.

Several decades of steady growth followed. By the 1990's, the firm was adding offices to accommodate client needs and opportunities throughout the State of Michigan. Foster Swift first expanded into Southeastern Michigan and downtown Detroit, followed a few years later in 2005 by the establishment of a Grand Rapids office in Western Michigan. The firm established its Holland office in 2010 and its St. Joseph office in 2016.



Throughout its history, Foster Swift has practiced sound fiscal management. It is organized as a professional corporation. The firm has a very loyal and dedicated staff, with over half of the support staff having tenure of 10 years or longer. To date, Foster Swift has never had to lay off any personnel. We similarly enjoy long-term relationships with our clients.

Firm Organization

Foster Swift is organized into eight practice areas and has attorneys who specialize in each area. We also have attorneys who specialize in areas outside the scope of work to be performed for the Charter Township of Cascade.

Practice Areas:

- Municipal and Public Entity
- Business & Tax
- Employer Services
- Finance, Real Estate & Bankruptcy Law
- General and Commercial Litigation
- Health Care
- Trusts & Estates
- Workers' Compensation

Foster Swift's dedicated Municipal and Public Entity Practice Group provides our clients with broad-based general counsel law services supporting our clients' day-to-day requests, and we proactively inform, advise, and counsel our clients regarding new developments in the law. Foster Swift has a reputation as one of the premier municipal law firms in Michigan. The Municipal and Public Entity Practice Group at Foster Swift consists of attorneys with over 150 years of collective experience representing villages, cities, townships, counties, libraries and other intergovernmental organizations in many roles.

Because of its wide-ranging experience, the firm can efficiently anticipate and address all of the challenges that its municipal clients face. While clients have one point of contact for managing their matters, they can also draw upon the collective knowledge of a broad team of municipal attorneys, which eliminates the need to work with multiple firms and/or to subcontract work.

General Counsel

Foster Swift serves as the general counsel or specialty counsel for more than 60 Michigan townships including five charter townships and has extensive experience delivering the services identified in the RFP's Scope of Work.

- Providing legal counsel to Township Boards, Planning Commissions, Zoning Board of Appeals, Township staff and other entities within the Township.
- Preparing legal opinions on matters requested by the Township. This function is often aided by our reference library of prior formal opinion letters. These opinions address questions of authority, statutory and ordinance construction, constitutionality of existing and proposed legislation, conflicts of interest and many other issues.



- Attending Township Board, Planning Commission and Zoning Board of Appeals meetings regularly or on an as-needed basis.
- Counseling on Freedom of Information Act (FOIA) compliance issues.
- Assisting with Open Meetings Act (OMA) procedure and analysis.
- Reviewing, drafting, interpreting and enforcing ordinances, including nuisance, noise, wind and solar energy, medical and adult use marijuana, public and private roads, signs, wetlands, adult businesses, liquor licenses, mobile home parks, water, sewer and flood plains.
- Representing road commissions and other municipal entities having condemnation authority.
- Determining whether a public officer holds incompatible public offices or has a legal conflict of interest.
- Conducting contract review and contract negotiations. (The role can be as simple as reviewing documents or as elaborate as heading up a negotiating team.)
- Drafting and reviewing intergovernmental agreements and articles of incorporation for the formation of district libraries, fire authorities, sewer authorities and other intergovernmental cooperative entities. Each agreement is unique and must fit the needs of our client and its partner communities.
- Interpreting the Michigan Zoning Enabling Act, the Michigan Planning Enabling Act and other laws and regulations applicable to municipalities.
- Providing counsel on all aspects of real estate transactions, including property abstract review, rendering title opinions, preparing deeds and easements, drafting sales agreements, reviewing all related documentation and advising on tax implications.
- Addressing the legal issues involved with providing necessary services, such as water, sewer, police, fire, library and recreation services.
- Assisting with the establishment and administration of historic districts, special assessment districts, Downtown Development Authorities, Brownfield Redevelopment Authorities, Corridor Improvement Authorities, and other municipal districts. We also counsel clients on funding such districts, including tax increment financing and special assessments.
- Advising on METRO Act and uniform video services franchise issues.
- Assisting clients with environmental law issues.
- Drafting policies, including purchasing, FOIA, OMA, and record retention.
- Preparing millage and ballot proposals.
- Advising clients on election laws, including the Michigan Campaign Finance Act.

One of the biggest values we offer our clients that allow them to keep the township running smoothly and to minimize risk is ongoing education and training. This takes on many forms. It may be one-on-one coaching, a webinar, training video, quarterly e-newsletters or e-blasts.

More detailed information on our comprehensive municipal services follows:

Civil Litigation and Appeals - Foster Swift has long been involved in matters of complex litigation on behalf of municipalities. In addition to land use and zoning litigation, Foster Swift attorneys frequently defend municipalities in cases involving municipal liability, workers' compensation and negligence. A considerable portion of our litigation practice involves the representation of municipal governments in litigation involving civil rights claims, constitutional claims and governmental immunity. Foster Swift attorneys have successfully represented many municipalities against lawsuits alleging improper or defective public works construction.

Foster Swift municipal attorneys have repeatedly and successfully handled appellate litigation for its municipal clients. For example, in the Michigan Supreme Court, we successfully defended the right of municipalities to



control road access to subdivisions and, in another case, the Court upheld the right of a municipality to enforce its zoning ordinance against a County. Foster Swift's record of success in the Courts is exemplary.

Contracting and Procurement - Foster Swift has experience with all aspects of contract drafting. Attorneys draft and review all types of contracts that a public body would need. For example, with respect to construction projects, we assist with the contracts necessary for every aspect of the project. We handle all the purchase agreements for the property as well as all the contracts required for the construction, such as the AIA construction manager and architect's contracts. We assist with the procurement process by drafting and reviewing RFPs and municipal purchasing policies. In summary, we have assisted with many municipal projects from inception to certificate of occupancy

Cybersecurity - Cybersecurity and data protection are issues of increasing concern for municipalities. Regulatory noncompliance, financial and operational disruption, and legal and reputational damage are all real and growing risks for any organization that store and manage key data on networks that can be compromised by cybercriminals.

We help clients understand and comply with the myriad state and federal statutes and regulations that implicate IT and cybersecurity issues, including Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act, the Telephone Consumer Protection Act (TCPA), CAN-SPAM, the Electronic Communications Privacy Act (ECPA), the Children's Online Privacy Protection Act, the Fair Credit Reporting Act (FCRA), the Federal Trade Commission Act, Sarbanes-Oxley, and states' breach notification laws, to name a few.

The members of our cybersecurity team have extensive experience counseling and advising clients in all aspects of cybersecurity and data protection. Because cybersecurity is a complex issue that requires an interdisciplinary approach, we team with outside information technology experts in connection with both prevention and breach response issues.

Election Law - Foster Swift has a long history of helping clients on laws and rules pertaining to federal and state lobbying, political contributions, political action committees and fundraising. The services of most interest to municipalities are reviewing ballot language for millage proposals and ensuring compliance with Michigan's election and campaign finance laws, in addition to assisting municipal clients during periods of elected official transition.

Employment Law Services - We strongly believe in a proactive approach to municipal employment relations. Proper policies and in-service training can improve employee morale, reduce miscommunication, and reduce potential liability from employment-related claims. Our practice is to work with our clients to address employment issues early when all may benefit from practical, as opposed to purely legal advice.

Members of our employment practice group have written a series of books including, Guide for Employee Handbook Policies, HR Essential Guide from Hiring to Termination and the Wage and Hour Handbook for distribution by the Michigan State Chamber of Commerce. The firm's municipal attorneys have followed closely the myriad of legislation passed or amended by the Michigan legislature in past years and are well-equipped to answer questions and develop strategies to take advantage of the protections being afforded to municipalities.

In regard to labor relations matters, our attorneys have successfully negotiated collective bargaining agreements with bargaining units of numerous public sector labor organizations. Additionally, we have represented management in numerous grievance arbitrations involving issues of employee discipline and contract



interpretation. Unlike the private sector, many labor matters faced by public employers involve special statutes or unique public interest issues that require sensitivity. Through the years, Foster Swift attorneys have developed a unique ability to advocate on behalf of our public employer clients, while maintaining a reasoned perspective on public employer labor relations.

In addition to our labor and employment law practice, Foster Swift maintains an extensive pension and employee benefits practice that has helped our municipal clients address changes in the law and be well prepared to bargain over employee benefits and provide general advice regarding employee health and retirement plans. This expertise has allowed Foster Swift attorneys to assess the financial impact of changes in employee benefits, particularly retiree health care issues, and to suggest changes that can offer or preserve coverage while managing costs and avoiding unfunded liabilities.

Finally, the firm has a Workers' Compensation team with over a century of combined experience defending workers' compensation claims. We aggressively represent employers, insurance carriers, group funds, and third-party administrators in all phases of the litigation process throughout the State of Michigan. Our clients include municipalities, businesses, employers with employees traveling through or injured in Michigan, and Michigan based employers conducting business throughout the world. When collateral issues arise, our clients benefit greatly from the instant access they have to other Foster Swift lawyers, who are experts in virtually every other legal discipline.

Environmental Law - As one of the first law firms in the state to develop an environmental practice, Foster Swift has advised clients and litigated a wide range of federal and state environmental matters. Foster Swift attorneys have advised municipalities on PFAS and PFOS, solid waste planning under Part 115 of the Natural Resources and Environmental Protection Act ("NREPA"), landfill contamination issues, and offered assistance in obtaining reimbursement of environmental response costs.

Serving another need, Foster Swift attorneys have represented clients in matters involving permitting and licensing under the:

- Hazardous Waste Management Act – Part 111 of NREPA.
- Solid Waste Disposal Act – Part 115 of NREPA.
- Michigan Water Resources Act – Part 31 of NREPA.
- Michigan Air Pollution Control Act – Part 55 of NREPA.
- Michigan Wetland Protection Act – Part 303 of NREPA.
- Michigan Inland Lakes and Streams Act – Part 301 of NREPA.
- Michigan Oil and Gas Act – Part 615 of NREPA.

Foster Swift attorneys have worked with municipalities to address land use issues that may impact natural resources. For example, we have worked with municipalities to develop and enforce regulations for mineral extraction, on-site sewer systems, open space preservation, wetland preservation, and wind and solar energy.

FOIA - Foster Swift provides advice and counsel to public bodies regarding all aspects of Michigan's Freedom of Information Act. While public officials are often familiar with and receive training on the basics of FOIA, many FOIA requests involve more complex, nuanced, and sensitive issues that require careful consideration, and action. We help our clients respond to requests for public records in an appropriate, timely, and legally compliant manner, while maintaining the confidential nature of information, as appropriate.



Our comprehensive FOIA services include:

- Responding to requests for records.
- Assisting with FOIA appeals.
- Drafting and reviewing FOIA policies and procedures.
- Assisting in the resolution of FOIA disputes.
- Representing public entities in litigation involving FOIA disputes and alleged violations.
- Training officials on FOIA requirements, including what constitutes a "public record."

The FOIA is designed to assist the public in gaining access to records and information from state and local governments and other public bodies. Foster Swift FOIA attorneys, through their long-standing experience representing these governments and public bodies, have the expertise to help clients uphold their obligations under the FOIA and navigate through the myriad issues that can arise.

Growth Management - Our attorneys have successfully assisted clients in managing the unique challenges and opportunities that accompany a growing community. For example, these include the formation of successful development agreements between a municipality and developer for a large big box mixed use commercial development. In addition, our attorneys have assisted municipal clients with regard to the use of Act 425 Agreements in lieu of annexation to promote healthy growth and development. Further, our municipal clients have benefitted from the development of inter local agreements between municipalities to serve the health and welfare of the community in an efficient manner.

Land Use and Zoning - Our reputation in land use matters is well known and respected. From annexation to zoning and everything in between, Foster Swift municipal attorneys have the knowledge and experience to advise clients to achieve a successful outcome. We have been directly involved in the following:

- Drafting and reviewing master plans, zoning ordinances and amendments, wetlands regulations, land division ordinances, subdivision regulations, and site condominium ordinances.
- Reviewing complex land division applications.
- Drafting planned unit development ("PUD") agreements and condominium documents.
- Assisting with rezonings, including conditional rezoning.
- Working with clients on growth management measures.
- Counseling clients on variances, site plan approvals, and special use permits.
- Preparing conservation easements and required open space preservation documents.
- Assisting municipalities in navigating the creation of unique opportunities offered through the use of innovative Public-Private Partnerships (P3).

Foster Swift attorneys also work closely with our clients to review specific proposed land developments, especially where the possibility of litigation is more likely. We have extensive experience in the litigation of land use disputes at both the trial and appellate court levels. For example, we successfully defended a zoning ordinance provision regarding the density of subdivisions to prevent overcrowding of a proposed subdivision.

Matters before the Michigan Tax Tribunal - The attorneys of Foster Swift are highly experienced in matters before the Michigan Tax Tribunal ("MTT") involving property tax assessments and assessment appeals. Our expertise in this area is unparalleled and involves many significant residential, commercial and industrial appeals. For example, in the City of Lansing, we successfully defended a \$50 million dollar tax appeal in the



Michigan Tax Tribunal where the petitioner challenged its property tax assessments. We represented the City of Escanaba in the critical *Menard* "dark store" property tax litigation, which reached the Michigan Supreme Court, and we have filed amicus briefs on behalf of the Michigan Townships Association and other municipal organizations in major cases involving the property tax exemption for charitable institutions.

In addition to our work on tax and special assessment appeals, we provide advice on tax assessments, tax collections, and the establishment of special tax and assessment districts. We also provide advice on industrial facilities tax and other requested abatements or claimed exemptions.

OMA - The OMA is meant to enhance transparency, but it can create confusion for public bodies. We often find that violations of the OMA are not intentional but may occur due to lack of knowledge about the law's requirements. Foster Swift helps public bodies and officials comply with the requirements of the OMA. Our comprehensive OMA services include:

- Drafting and reviewing OMA policies and procedures.
- Assisting in the resolution of OMA disputes.
- Representing public bodies in litigation involving OMA disputes and alleged violations.
- Training officials on OMA requirements.
- Counseling clients with OMA questions.

While the purpose of the OMA is clear, its application may not be straightforward. However, Foster Swift attorneys not only help public bodies and officials understand the law's requirements but also put compliant processes and procedures in place. Further, we assist our clients in anticipating and resolving OMA issues before they become OMA disputes, helping to reduce strife between government and citizens, conserve resources, and mitigate risks from noncompliance. Foster Swift attorneys have been asked to speak at conferences regarding FOIA or OMA issues by the Michigan Municipal Clerks Association, the Michigan Association of Municipal Attorneys, the Michigan Townships Association, the Michigan Library Association, and the Michigan Municipal League.

Public Services - Foster Swift has significant experience working with clients to provide necessary and cost-effective public services. Whether these services are provided by the Township, through intergovernmental agreements, or by participating in an authority, Foster Swift has assisted communities to meet their service goals and effectively work with police, fire and public works departments.

Foster Swift municipal attorneys have helped many municipalities design and form "authorities" to administer services. Depending upon the circumstances and goals, the results have included improved service to residents, clearly defined management roles and responsibilities, sustainable funding, enhanced financial control, and risk management benefits.

Further, Foster Swift has experience working through common problems that often arise in the provision of these necessary public services. Foster Swift worked with a city to dissolve a fire board and set up alternative fire service. Foster Swift also successfully negotiated a multi-jurisdictional sewer operating agreement as a precursor to a \$22 million sewer expansion project, including key public financing components of the plan.

Real Estate - Foster Swift attorneys have a broad range of experience in successfully handling sophisticated transactions involving real property and construction, including land swaps and land acquisition for



infrastructure planning and construction. Our transactional services include drafting and negotiating simple to complex purchase agreements, construction contracts, financing and lending documents, and resolving title, zoning, utilities, environmental and real estate tax issues.

Our wide range of services, coupled with a passion for personal attention to our clients' needs, have earned the Foster Swift real estate group a reputation for practical, results-oriented value to clients.

Taxation Issues - In addition to our property tax experience identified more fully in the Specialty Services Section, our attorneys advise cities on property owners' requests for tax abatements, including requests for industrial facilities tax exemptions (IFTs), obsolete property rehabilitation exemptions, commercial rehabilitation exemptions, Payments in Lieu of Taxes (PILOTs), Low Income Housing Tax Credits (LIHTC) through the Michigan State Housing Development Authority, Neighborhood Enterprise Zones and Renaissance Zones, and other tax exemptions.

Our attorneys are experienced in helping clients collect delinquent property taxes. Among other things, we have assisted municipal clients with personal property seizures; jeopardy assessments; property tax foreclosures and forfeitures; deeds in lieu of foreclosure; civil actions for debt collection; garnishments and writs of execution to enforce civil judgments; disposition of tax foreclosed property; and representing local units in delinquent taxpayers' bankruptcy proceedings.

Tax Increment Financing - Our experience in representing tax exempt or tax increment financing entities is broad. We have represented downtown development authorities, tax increment finance authorities, local development finance authorities, corridor improvement authorities, and brownfield redevelopment authorities across the state, including those in the City of Cadillac, City of Mount Pleasant, City of Grand Rapids, City of Pottersville, City of Benton Harbor, City of Lansing, Delhi Charter Township and Texas Charter Township. We are experienced in establishing authorities, preparing and reviewing development and TIF plans, advising on tax capture issues, and addressing other issues arising under the Downtown Development Authority Act, Brownfield Redevelopment Financing Act, and Tax Increment Financing Act.

Water and Sewer Issues - Our attorneys have extensive experience in drafting, interpreting, and amending water and sewer ordinances. They review existing ordinances and offer advice regarding suggested changes in light of weaknesses spotted, new legislation, or relevant court decisions. Our attorneys have successfully represented many municipal clients in the enforcement of water and sewer ordinances, including rate issues.

Bond Counsel and Public Finance

Foster Swift municipal attorneys have successfully represented cities, townships, counties, libraries and other public entities in many bond transactions. Currently, Foster Swift has seven attorneys listed in the "The Bond Buyer's Municipal Marketplace" listing of bond attorneys (more commonly known as the "Red Book"). We have assisted municipal bond issuers in significant tax-exempt and taxable bond and note financings and refundings. Foster Swift has represented issuers in private placements, negotiated sales, competitive sales and other methods of bond financing. Our broad expertise in this complex area of law allows Foster Swift attorneys to assist in planning for and financing a wide array of projects, including:

- Public buildings and infrastructure, including fire stations, township halls and parking structures.
- Sewer and water systems.

- Roads and highways.
- Tax-exempt computer and equipment leases.
- Libraries.
- Sports facilities.
- Hospitals, health care and congregate care facilities.

Foster Swift attorneys also advise municipal clients on potential solutions for troubled outstanding bond and debt obligations.

Municipal Prosecution

Foster Swift attorneys recognize and appreciate that each municipality is unique and we will work closely with you to understand your Township's needs and policies for handling local ordinance prosecutions. We will tailor a streamlined system to efficiently manage cases specific to your Township's values.

Specifically, if awarded this work, Leslie Dickinson would lead all municipal prosecution for Cascade Township. She has assisted several municipalities with municipal prosecution matters (criminal and civil) in the District, Circuit and Appellate Courts.

Our attorneys are creative and ambitious. From a practical perspective, we have helped our clients realize the benefits of utilizing cost recovery ordinances to help off-set the cost of prosecution; we have assisted in the creation, implementation and training of municipal civil infraction ordinances to resolve disputes and collect fines without using the court system, saving time and money; and we work closely with court administration and staff to efficiently handle the case load with court dates reducing court time for our attorneys and law enforcement. Finally, while Foster Swift attorneys have the trial experience required for municipal prosecutions and maintain a good rapport with the judges and staff to keep cases running smoothly, we make every effort to save you time and money by reaching reasonable resolutions in accordance with Township's standards.

Meetings

While we can have physical presence at meetings when desired, all of the firm's municipal attorneys have become highly skilled conducting legal business including public meetings using video meeting platforms including Zoom, GotoMeeting, MS Teams and WebEx. Technology allows the firm to harness all of its resources to deliver top notch legal services to the Township no matter which office it comes from and no matter what the issue may be. The Township will have 93 highly skilled attorneys at its disposal for whatever challenges may come.

Prior Work with the Charter Township of Cascade

While our records go back to 1990, it does not appear Foster Swift has ever represented Cascade Charter Township.

Municipal Clients

Foster Swift has served as general or special projects counsel to the following public entities in the last five years. The lists below do not include the 114 libraries and 20 utilities to which we have also provided counsel.



Foster Swift is providing a list of its municipal clients for whom the firm's representation is publicly known. The Charter Township of Cascade may elect to contact these municipal clients. However, Foster Swift considers some content of contracts, billing statements and other client communications confidential and respectfully declines to provide such material without client consent.

COUNTIES

Cass County	Macomb County
Clinton County	Muskegon County
Eaton County	Newaygo County
Marquette County	Schoolcraft County
	Van Buren County

AUTHORITIES

Bay Area Transportation Authority	Ludington Mass Transit Authority
Benton Harbor Brownfield Authority	Macomb County Executive
Berrien County Drain Commissioner	Marquette County Road Commission
Chelsea Area Fire Authority	Michigan Early Childhood Investment Corp
Clinton County Road Commission	Michigan Economic Development Corp.
Delhi Township Downtown Development Authority	Mt. Pleasant Housing Commission
Delta Area Transit Authority	Oakland County Road Comm.
Ewart Area Joint Fire Department	Paint Creek Trailways Commission
Genesee County Road Commission	Sanilac Transportation Corporation
Greater Lapeer Transportation Authority	Saranac Housing Commission
Ingham County Treasurer	Schoolcraft County Transit Authority
Interurban Transit Partnership (The Rapid)	Sims-Whitney Utilities Authority
Lansing Economic Development Corporation	Thunder Bay Transportation Corporation
Livingston Essential Transportation Service	Western Townships Utilities Authority
LMAS District Health Department	Yates Dial-A-Ride
Luce County Ambulance Service	

CITIES

City of Allen Park	City of Houghton
City of East Lansing	City of Jackson
City of Cadillac	City of Kingsford
City of Dearborn	City of Lansing
City of East Grand Rapids	City of Marquette
City of East Jordan	City of Monroe
City of Dewitt	City of Mt. Pleasant
City of Ecorse	City of Niles
City of Escanaba	City of Norway
City of Fenton	City of Pottersville
City of Fremont	City of Traverse City
City of Gaylord	City of Trenton
City of Grand Rapids	City of Wayland
City of Grosse Pointe Shores	



VILLAGES

Village of Berrien Springs
Village of Eau Claire
Village of Fowler
Village of L'Anse

Village of Mulliken
Village of Northport
Village of Saranac
Village of Sunfield

TOWNSHIPS

Almer Charter Township, Tuscola County
Ann Arbor Charter Township, Washtenaw County
Baraga Township, Baraga County
Berrien Township, Berrien County
Boardman Township, Kalkaska County
Brampton Township, Delta County
Bridgehampton Township, Sanilac County
Brighton Township, Livingston County
Brookfield Township, Eaton County
Buchanan Township, Berrien County
Carmel Township, Eaton County
Charter Township Of White Lake, Oakland County
Chikaming Township, Berrien County
Clayton Township, Arenac County
Coloma Charter Township, Berrien County
Cooper Charter Township, Kalamazoo County
Danby Township, Ionia County
Deerfield Township, Lenawee County
Denmark Township, Tuscola County
Easton Township, Ionia County
Elkland Township, Tuscola County
Ellington Township, Tuscola County
Elmwood Township, Tuscola County
Escanaba Township, Delta County
Fairfield Township, Shiawassee County
Fruitport Charter Township, Muskegon County
Garden Township, Delta County
Garfield Township, Bay County
Garfield Township, Mackinac County
Handy Township, Livingston County
Hartland Township, Livingston County
Hayes Township, Otsego County
Holly Township, Oakland County
Hudson Township, Charlevoix County
Isabella Township, Isabella County
Joyfield Township, Benzie County
Juniata Township, Tuscola County
Lake Charter Township, Berrien County

L'Anse Township, Baraga County
Leelanau Township, Leelanau County
Leroy Township, Ingham County
Lincoln Charter Township, Berrien County
Lincoln Township, Huron County
Lyndon Township, Washtenaw County
Marion Township, Sanilac County
Michigamme Township, Marquette County
Millington Township, Tuscola County
Moffatt Township, Arenac County
Mt. Forest Township, Bay County
Mueller Township, Schoolcraft County
New Buffalo Township, Berrien County
Niles Charter Township, Berrien County
Norvell Township, Jackson County
Ogden Township, Lenawee County
Oronoko Charter Township, Berrien County
Otisco Township, Ionia County
Port Sheldon Township, Ottawa County
Portage Township, Mackinac County
Portland Township, Ionia County
Putnam Township, Livingston County
Riga Township, Lenawee County
Saugatuck Township, Allegan County
Scio Township, Washtenaw County
Seney Township, Schoolcraft County
Sherman Township, Huron County
South Haven Charter Township, Van Buren County
Suttons Bay Township, Leelanau County
Texas Charter Township, Kalamazoo County
Unadilla Township, Livingston County
Vergennes Township, Kent County
Vermontville Township, Eaton County
Westphalia Township, Clinton County
Whitefish Township, Chippewa County
Whitney Township, Arenac County
Williamstown Township, Ingham County



Attorney Identification

If offered the opportunity to serve the Charter Township of Cascade, Mike Homier will serve as the Township Attorney. The attorneys listed below may also provide their expertise and assistance in serving the legal needs of the Charter Township of Cascade. All of our attorneys are graduates of an American Bar Association accredited law school, are in good standing with the State Bar of Michigan and none have ever been disciplined.

Last Name	First Name	Residence Address	City	Bar No.	Graduated	Law School	Bar Admission
Barbieri	Chuck	5505 Star Flower	Haslett	P31793	1980	Indiana University	Dec 02,1980
Blum	Mike	38378 Huron Pointe Drive	Harrison Twp.	P39976	1986	Wayne State University	May 18,1987
Butterer	Karl	1540 Mackinaw, SE	Grand Rapids	P51448	1994	Indiana University	Nov 29,1994
Dickinson	Leslie	2005 Celadon Drive, #12	Grand Rapids	P78850	2014	University of Notre Dame	Nov 21,2014
Genovch	Laura	11634 Old Gun Club Drive	Lowell	P72278	2008	Thomas M. Cooley	Dec 05,2008
Hogan	Scott	1844 Lockmere Drive, SE	Kentwood	P41921	1988	Vanderbilt University	Nov 30,1988
Homier	Mike	2977 Mela Via Court	Ada	P60318	1999	Michigan State University	Nov 24,1999
Seuryneck	Anne	5855 Stratford Glen Court	Grand Rapids	P55524	1996	University of Wisconsin	Nov 08,1996
Thibodeau	Alex	349 Atlas Avenue SE, #2	Grand Rapids	P82939	2018	Indiana University	Nov 14,2018

Assigned Attorneys

Resumes of Foster Swift's municipal attorneys likely to work on the Charter Township of Cascade matters are listed below and can also be found on www.fosterswift.com.



Michael D. Homier
Shareholder

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Grand Rapids, MI 49525-7044
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F: 517.367.7120
mhomier@fosterswift.com

Lansing Office
T: 517.371.8120

Mike Homier focuses his practice in the areas of municipal law, public finance, zoning and land use as well as related litigation. Mike serves as general counsel for municipalities throughout Michigan, and has extensive experience representing counties, cities, villages, townships, libraries and municipal authorities facing a wide array of different legal challenges. In this capacity, he regularly handles high profile and sensitive issues.

Distance is not an obstacle to providing efficient and effective services, as Mike and his colleagues address day-to-day legal needs through the use of the telephone, video-conference, email and the Internet.

Mike has successfully helped municipalities in the planning and regulation of many commercial and residential developments. In addition to his planning and zoning expertise, he has gained significant experience in public finance and has served as issuer's counsel and bond counsel in several sophisticated projects.

Mike is a skilled municipal attorney having represented municipalities across the state for decades. Regardless of the type of municipality, Mike concentrates on obtaining client-driven results working closely with administration to obtain the best results at the lowest reasonable cost.

REPRESENTATIVE MATTERS

- Implementing a development and finance plan for improvements to two major roads that resulted in nearly \$10 million of public improvements at no cost to the taxpayers, including as the Township's bond counsel for nearly \$7 million of special assessment bonds.
- Negotiating and implementing an action plan to avoid substantial fines levied by the MDEQ for violating ground water discharge limitations.
- Negotiating a settlement of zoning litigation on favorable terms that also extended sanitary sewer service to an

PRACTICE AREAS

Municipal Law
Public Finance - Bond
Zoning & Land Use
Property Tax
Construction Law
Commercial Litigation
Municipal Litigation
Renewable Energy

EDUCATION

Michigan State University
College of Law, J.D., 1999,
magna cum laude
University of Arizona, B.A.,
1995

**BAR AND COURT
ADMISSIONS**

Michigan
U.S. District Court for the
Western District of Michigan
U.S. District Court for the
Eastern District of Michigan
U.S. Sixth Circuit Court of
Appeals
U.S. Supreme Court

**HONORS &
RECOGNITIONS**

Former Member of Foster Swift
Executive Committee



adjacent subdivision at a substantial reduction in cost to the homeowners.

- Getting involved in litigation arising from the Township's sewer expansion through the County Board of Public Works which had the effect of ending protracted and costly litigation.
- Working with the Fire Chief to achieve a lower interest rate for financing the Township's aerial platform truck saving taxpayer dollars.

SPEAKING ENGAGEMENTS

Cost Recovery Options (And Hurdles!), Michigan Township Association (MTA), Emerging Issues in Emergency Services, September 25, 2019

Alternative Energy Regulation Tips, 2018 MTA Annual Conference: Michigan Townships Association, April 25, 2018

Drafting and Policing Developments, Developers and Development Agreements, 2018 MTA Annual Conference: Michigan Townships Association, April 24, 2018

Contracts, Agreements & Handshakes...Oh My! Township Supervisors' Professional Development Retreat, July 27, 2017

Panel Discussion: Alternative Energy, Michigan Townships Association Annual Conference & Expo, April 11, 2017

Why Can't We Get Along?, Michigan Townships Association UP North Summit, June 8, 2016

Funding for Public Projects, Michigan Townships Association, April 26, 2016

Why Can't We Get Along? How to Avoid Legal Issues by Working Together, Michigan Townships Association Annual Educational Conference & Expo, January 20, 2016

Learning the Ins and Outs of Negotiating Contracts and Agreements, Michigan Townships Association The Art of the Deal Workshops, March 2015

PUBLICATIONS

Governor Temporarily Suspends Certain FOIA Deadlines, Foster Swift Municipal Law News E-blast, April 6, 2020

Executive Order 2020-15 Concerning OMA and COVID-19, Foster Swift Municipal Law News E-blast, March 19, 2020

Zoning for Dollars, Michigan Township Focus Magazine, February 2020

State Senate Bill Threatens to Undermine Existing Municipal Contracts, Foster Swift Municipal Law News, November 12, 2018



Foster Swift Secures Major Victory for Almer and Ellington Townships in Lawsuits Brought by Wind Energy Company, *Foster Swift Municipal Law News*, November 8, 2018

Can Your Community Get Connected to Broadband?, *Foster Swift Municipal Law News*, April 24, 2018

What Else Can We Do for You?, *Foster Swift Municipal Law News*, April 30, 2015

MEMBERSHIPS & AFFILIATIONS

Legal Affiliations:

- American Bar Association
- State Bar of Michigan
- Grand Rapids Bar Association
- Ingham County Bar Association
- ACADEMIC POSITION: Western Michigan University Thomas M. Cooley Law School, Adjunct Professor of Zoning and Land Use Planning

Industry & Professional Associations:

- National Association of Bond Lawyers
- Michigan Association of Municipal Attorneys

Community Involvement:

- Caledonia Planning Commission, Former Member
- Caledonia Zoning Board of Appeals, Former Member



Charles E. Barbieri
Shareholder

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Lansing, MI 48933-2114
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F: 517.371.8200
CBarbieri@fosterswift.com

A member of the Commercial Litigation Practice Group, Chuck concentrates his law practice almost exclusively in environmental and First Amendment and media law matters. His clients include municipalities, companies and individuals as he assists them with:

- **Environmental Law:** Litigation; air, water, waste, natural resource permitting and approval; air, water, soil, ground water, surface water, natural resource, right to know regulatory compliance, negotiation of contracts, insurance, review of due diligence for transactions, investigation and cleanup of contaminated sites, sewer authorities, and recycling.
- **First Amendment and Media Law:** Libel litigation; Freedom of Information Act (FOIA) requests and issues, Open Meetings Act issues, subpoenas, news gathering issues, courtroom access issues and access to court record issues.
- **General Litigation and Appellate Work:** Insurance defense, commercial litigation, defense of claims brought by United States and State units and defense of municipalities.

Chuck is a frequent author on environmental and first amendment issues and was recognized as an outstanding writer early in his professional career when he was articles editor for the *Indiana Law Review*. Chuck has authored numerous articles of interest for legal and trade publications throughout Michigan.

He has always been involved with professional and community affairs. He has served as section chair for the Environmental Law Section of the Michigan State Bar, is very active in the American Inns of Court at Michigan State University College of Law and is serving for a second stint on the Ingham County Bar Association Board of Directors and has been elected as Board secretary.

REPRESENTATIVE MATTERS

- Represented manufacturer in the defense against a subrogation claim and prosecution of a separate counterclaim relating to a fire resulting in nearly \$100 million in damages.

PRACTICE AREAS

Environmental Law
First Amendment - Media Law
General & Commercial Litigation
Appellate Practice
Commercial Litigation
Mass Tort
Agri-Business
Business & Commercial Litigation
Energy, Oil & Gas Law
Governmental Relations

EDUCATION

Indiana University School of Law, J.D., 1980, *cum laude*
DePauw University, B.A., 1977, *magna cum laude*

BAR AND COURT ADMISSIONS

Michigan
U.S. District Court for the Western District of Michigan
U.S. District Court for the Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals
U.S. District Court for the Northern District of Indiana



- Assisted trade organization in drafting and offering testimony on beneficial use reform legislation.
- Assisted a development company in acquiring a 600,000 square foot building and nearby properties that was later used for new manufacturing. Assisted in minimizing the liability for environmental issues, securing Brownfield reimbursement for environmental expenses and carrying out corrective action activities.
- Provided counsel to a public authority in acquisition of additional sewer capacity and participated in expansion of existing sewer facility that cost more than \$100 million. Negotiated related agreements.
- Successfully argued in Michigan Supreme Court that residents surrounding former solvent distribution business could not bring property damage claims merely because they lived in the vicinity of the business unless their properties were actually contaminated.
- Obtained directed verdict in a libel suit against a news columnist who reported about a local service firm that charged excessive fees. Successfully defended appeal.

U.S. Fourth Circuit Court of Appeals

U.S. Supreme Court

HONORS & RECOGNITIONS

AV® Preeminent™ Martindale-Hubbell

Best Lawyers in America® 1993-2021 (Environmental Law, First Amendment Law, Natural Resources Law, Litigation - Environmental, Litigation - First Amendment)

Best Lawyers® 2014, 2016 Environmental Law "Lawyer of the Year" in Lansing

Michigan Super Lawyers Environmental, 2005-2020

2004 Boss of the Year, National Association of Legal Secretaries - Lansing Chapter

SPEAKING ENGAGEMENTS

Environmental Compliance Essentials, Michigan Manufacturers Association, November 20, 2014

PUBLICATIONS

Pollutant Discharges to Groundwater May Fall Within the Clean Water Act, Foster Swift Agricultural Law News, June 10, 2020

Michigan Department of Environmental Quality Announces Change to CAFO Permits Which Restricts Use of Manure Received from CAFOs, Foster Swift Agricultural Law News, July 17, 2015

Legislature Passes Significant Changes to Environmental Remediation Statute, Foster Swift Commercial Litigation News, February 16, 2015

Michigan Court of Appeals holds owner and operator of an underground storage tank liable, Foster Swift Commercial Litigation News, September 10, 2014

Michigan Legislature Introduces Beneficial Use Reforms, Foster Swift Commercial Litigation News, April 25, 2014

House Bills Proposed to Amend Solid Waste Act and Promote Beneficial Use of Materials, Foster Swift Agricultural Law Update, April 22, 2014

Updates to Michigan's Clean Corporate Citizen Program, Foster Swift Environmental Law Update, February 7, 2013



MEMBERSHIPS & AFFILIATIONS

Legal Affiliations:

- Litigation Counsel of America, fellow
- Defense Research Institute
- American Inns of Court, MSU College of Law, Special Master
- State Bar of Michigan, Environmental Law Section
 - Council member, 2000-2006
 - Secretary-treasurer, 2006-2007
 - Chair elect, 2007-2008
 - Chair, 2008-2009
- Michigan State Bar Foundation fellow
- Ingham County Bar Association
 - Current Board President
 - Past Board Treasurer
 - Past Board Director, Secretary
 - Past Member, Negllgence Committee
 - Past Chairman, Environmental Law Section

Industry & Professional Associations:

- Water Environment Federation
- Michigan Oil and Gas Association, Environmental Affairs Committee, Past Member

Community Involvement:

- Peoples Church, East Lansing
- Boy Scouts of America, Troop 125, Okemos, Past Scoutmaster, 2003-2008
- DePauw University Alumni Board, Member of Admissions Committee, 2012-present



Michael R. Blum

Shareholder

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F: 248.200.0252
mblum@fosterswift.com

Detroit Office
T: 248.785.4725

Part of Mike Blum's effectiveness as a litigator in Alternative Dispute Resolution (ADR) and as a counselor to employers comes from his 11 years with the National Labor Relations Board. Mike primarily focuses on Michigan labor and employment law and has litigated some of the state's most important cases. He went to work for the NLRB as a field examiner right out of college and became an NLRB trial attorney in 1987, when he finished law school and was admitted to the bar. Mike works in the firm's Southfield office.

Mike focuses his practice in five areas:

- **Labor law.** Counsels and represents employers in all kinds of labor matters, including negotiation of collective bargaining agreements, grievance processing, mediation and arbitration, development and implementation of union campaigns and matters before the NLRB. This includes election and unfair labor practice proceedings.
- **Employment law for public employers.** Works with municipalities, road commissions, public schools and state courts in legal matters involving public employees. This includes defense of claims before governmental agencies.
- **Employment law for private employers:** Helps in compliance with state and federal statutes affecting private-sector employers in Michigan and defense of claims before federal and state agencies.
- **Handles high-stakes cases at the trial court and appellate levels.** In 2009, for example, Mike prevailed in a precedent-setting claim before the United States Court of Appeals for the Sixth Circuit which reversed a federal district court's denial of costs and attorneys' fees under the Norris-LaGuardia Anti-Injunction Act.
- **Alternative Dispute Resolution.** Has represented employers in arbitrations and as an advocate and mediator. He's a recognized arbitrator on the American Arbitration Association's Neutral Employment Panel and a recognized mediator on the American Arbitration Association's Roster of Mediators.

PRACTICE AREAS

Employment Law
Labor Relations
Employment Litigation
Municipal Law
Discrimination - Unlawful Harassment
Arbitration & Mediation

EDUCATION

Wayne State University Law School, J.D., 1986, *cum laude*
Michigan State University, B.A., 1978, Personnel Administration, with High Honors

BAR AND COURT ADMISSIONS

Michigan
U.S. District Court for the Eastern District of Michigan
U.S. District Court for the Western District of Michigan
U.S. Sixth Circuit Court of Appeals

HONORS & RECOGNITIONS

AV® Preeminent™ Martindale-Hubbell

Best Lawyers in America®
2013-2021 (Employment Law - Management; Labor Law - Management)



He's a prolific author and is frequently invited to speak on complex labor and employment issues. Mike has written dozens of articles for leading organizations and publications. He recently assisted in revising the Michigan Chamber of Commerce's *Hiring to Termination Guide*. He has spoken on a wide range of key topics, including how to handle email communications and the significance of the amendments to the Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) as well as other state and federal rules and regulations.

REPRESENTATIVE MATTERS

- Mike has recently successfully negotiated collective bargaining agreements with various unions, including the American Federation of State County and Municipal Employees, the Michigan Association of Fire Fighters, the International Union of Operating Engineers, the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of American, the Police Officers Association of Michigan, the Command Officers of Michigan, and the Michigan Nurses Association. By way of example, negotiations for a public sector employer completed in 2015 resulted in an almost 50% reduction in Other Post-Employment Benefits (OPEB) liability and significant reduction in retiree health insurance costs.
- Mike has successfully defended class action litigation under the Fair Labor Standards Act (FLSA) and related state wage and hour laws in Michigan, Illinois, New York and Ohio. He is currently defending class action litigation involving the employment status of cosmetology students in MI, IL and TN
- In 2014, Mike was part of a trial team that won a 10-day jury trial in federal court. Mike represented one of the world's leading manufacturers of custom sporting equipment, claiming its former production manager and a retail sales agent unlawfully opened a competing business. A unanimous jury awarded damages on claims of unfair competition, breach of duty of loyalty, breach of fiduciary duty, civil conspiracy and false designation or origin.
- In December 2009, Mike won a precedent-setting case of first impression in the United States Court of Appeals for the Sixth Circuit. It reversed a federal district court's denial of costs and attorneys' fees under the Norris-LaGuardia Act, which were incurred in obtaining dissolution of an *ex parte* temporary restraining order that a union had improvidently obtained *ex parte* from a state circuit court judge.
- Mike assisted in closing a client's business operations, which included issuance of notices under the Worker Adjustment and Retraining Notification Act and negotiation of a plant closing agreement with the union. This matter also involved COBRA continuation notification and compliance issues.
- In June 2008, Mike successfully defended a client in a lawsuit filed by an ex-employee alleging sex and age discrimination under Title VII of the Civil Rights Act and Elliott-Larsen Civil Rights Act and age discrimination under the Age Discrimination

Michigan *Super Lawyers*
Employment and Labor, 2009-2019

dBusiness Magazine 2021 Top
Lawyer in Labor and
Employment Law

dBusiness Magazine 2020 Top
Lawyer in Labor and
Employment Law

dBusiness Magazine 2019 Top
Lawyer in Labor and
Employment Law

dBusiness Magazine 2010 Top
Lawyer

in Employment Act and Elliott-Larsen. Summary judgment was granted by District Judge Bernard A. Friedman.

- Mike successfully defended clients in a lawsuit filed by an ex-employee alleging sex discrimination, sexual harassment and sexual stereotyping under Title VII of the Civil Rights Act and Elliott-Larsen Civil Rights Act. Summary judgment was granted in February 2002 by Macomb County Circuit Court Judge James Biernat and upheld by the Michigan Court of Appeals.

SPEAKING ENGAGEMENTS

Hot Employment Law Topics for HR Teams in 2021, *Foster Swift*, February 25, 2021

Employer Accommodations During and After COVID-19, *ASE HR Comply 2020*, December 2, 2020

Now That the Stay at Home Order is Lifted, What do Municipalities Need to Know?, *Michigan Municipal League*, June 8, 2020

Employer Guidance for a Lawful and Safe Re-Opening, *Foster Swift*, May 27, 2020

Responding to Workplace Violence: Harassment or Bullying, *Foster Swift*, October 17, 2018

National Labor Relations Board Updates, *Foster Swift: Developing Labor Law Update*, May 9, 2018

NMy Employee Did What in Off Hours, *American Society of Employers*, August 17, 2017

Social Networking and Human Resources Hot Topics, *Michigan Municipal Treasurers Association*, April 27, 2017

Can an employee be fired while away on FMLA?, *Stop Before You Crash: Workers' Compensation and Employment Law*, March 22, 2017

Federal and State Law Applicable to Municipal Employees, *Foster Swift: Legal Essentials for Municipal Officials*, January 18, 2017

I'm Non-union and the NLRB is Knocking on My Door. What the....?, *ASE Employment Law Workshop*, September 21, 2016

It's Not Just What You Say, But How You Say It; HR Do's and Don'ts, *Michigan Chamber of Commerce*, August 30, 2016

WEBINAR SERIES: HR Discipline & Communication Do's and Don'ts, *Michigan Chamber of Commerce*, July 28, 2016

Effective Human Resource Record Keeping, *Michigan Chamber of Commerce*, January 21, 2016

When an Employee Dies: HR & Accounting Essentials, *Michigan Chamber of Commerce*, April 2015



Industry & Professional Associations:

- American Arbitration Association
 - Employment Panel, arbitrator
 - Roster of Mediators, member
- National Labor Relations Board, Practice and Procedures Committee
- Labor and Employment Relations Association (LERA)
- Society of Human Resource Management (SHRM)

Community Involvement:

- Chamber of Commerce, Macomb Chapter
- St. Clair Shores Hockey Association, Board of Governors
- Harrison Township Planning Commission



Karl W. Butterer
Shareholder

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Karl Butterer is an established litigator with 20 years of highly successful legal experience representing governmental entities, manufacturers, small businesses, health care providers, and large corporations. He joined the firm in 2012 and currently concentrates his practice in the areas of employment, torts, civil rights, contract disputes as well as commercial litigation. Karl has been recognized by Martindale-Hubbell and was given the top AV® Preeminent™ Peer Review Rating. Additionally, American Lawyer Media has selected Karl as a 2013 Top Rated Lawyer in Labor & Employment.

Karl gives employers practical advice from the initial hire to the termination of the employment relationship to help them comply with the law and avoid litigation. Recent representative matters include:

- Advised commodity trucking and harvesting company regarding wage and overtime policies to comply with Fair Labor Standards Act.
- Prepared independent contractor agreements for advertising firm's salespeople.
- Worked with manufacturing, health care, and municipal clients to develop employee handbooks and hiring procedures to facilitate human resources operations and avoid litigation.
- Developed leave policies and procedures for growing home nursing care employer to comply with Family Medical Leave Act.
- Counseled human resources directors of variety of small and medium sized businesses regarding employee disciplinary, termination, and severance issues.
- Conducted internal investigation for municipal employer regarding charges of sex discrimination and retaliation.

Karl takes a vigorous and proactive approach in pursuing his clients' interests. Sometimes litigation is a client's best or only option. Recently, Karl litigated a variety of state, federal and administrative matters, including:

PRACTICE AREAS

Discrimination - Unlawful Harassment
Employment Law
Employment Litigation
General & Commercial Litigation
Municipal Law
School Law Services

EDUCATION

Indiana University School of Law, J.D., 1994
University of Michigan, B.A., 1989

BAR AND COURT ADMISSIONS

State Bar of Michigan
U.S. Supreme Court
U.S. District Court for the Eastern District of Michigan
U.S. District Court for the Western District of Michigan

HONORS & RECOGNITIONS

AV® Preeminent™ Martindale-Hubbell
Best Lawyers in America®
2020-2021 (Commercial Litigation)



- Defended mid-sized company in National Labor Relations Board administrative proceedings against a charge that company terminated worker for engaging in activities protected by National Labor Relations Act.
- Defended majority shareholder against complaint filed by minority shareholder alleging misappropriation of corporate opportunities.
- Filed complaint and request for preliminary injunction to enforce non-compete agreement on behalf of employer health care provider.
- Defended municipal employer against gender discrimination and retaliation charges filed with Michigan Department of Civil Rights.
- Litigated property easement dispute between Lake Michigan riparian property owners.

Best Lawyers in America®
2021 (Employment Law –
Management)

Karl is a graduate of the University of Michigan and received his Doctor of Jurisprudence from the Indiana University School of Law. He served as a member of the Executive Committee for the Litigation Section of the Grand Rapids Bar Association. He also served on its Board of Trustees and Chaired the Membership Services Committee. Additionally, he represented the 17th Circuit as elected representative to the State Bar of Michigan Representative Assembly.

SPEAKING ENGAGEMENTS

Hot Employment Law Topics for HR Teams in 2021, *Foster Swift*, February 25, 2021

Employer Guidance for a Lawful and Safe Re-Opening, *Foster Swift*, May 27, 2020

Hiring, Investigating and Discipline/Discharge in the Law, *Foster Swift: Developing Labor Law Update*, May 9, 2018

Employment and labor laws that can affect the dairy industry, *Great Lakes Regional Dairy Conference (GLRDC)*, February 8, 2018

Hiring, Investigating and Discipline/Discharge in the Law, *Foster Swift: Developing Labor Law Update*, February 7, 2018

Employment Practices, Liability Insurance Policies and Claims; A Lawyers Perspective, *Chartered Property Casualty Underwriters Society*, May 23, 2017

Can social media posts be used as evidence in defense of a workers' compensation claim?, *Stop Before You Crash: Workers' Compensation and Employment Law*, March 22, 2017

It's Not Just What You Say, But How You Say It; HR Do's and Don'ts, *Michigan Chamber of Commerce*, August 30, 2016

You're Not the Boss of Me; Employer Rights, Responsibilities and Limitations on Regulating Employee Conduct Outside of the Work Environment, *Michigan Chamber of Commerce*, July 18, 2016



PUBLICATIONS

MIOSHA to Increase Inspections of Manufacturers' COVID Preparedness and Response Plans and Remote Work Policies, *Foster Swift Labor & Employment Law News*, November 23, 2020

Governor Whitmer Signs Extension of Unemployment Benefits into Law and Other COVID-19-Related Legislation, *Foster Swift Labor & Employment Law News E-blast*, October 23, 2020

How Do Recent Michigan Supreme Court and MDHHS Orders Regarding COVID-19 Impact Employers?, *Foster Swift Legal Update E-blast*, October 6, 2020

Employers Remember to Take These Steps by April 1, 2020, *Foster Swift Legal Update E-blast*, March 31, 2020

New DOL Guidance Excludes Workers from Federal Emergency Paid Sick Leave, *Foster Swift Legal Update E-blast*, March 29, 2020

Update to the Families First Coronavirus Response Act, *Foster Swift Legal Update E-blast*, March 20, 2020

Michigan Employers-FAQs on Coronavirus and Your Employees, *Foster Swift Labor & Employment Law News E-blast*, March 16, 2020

DOL Issues New Rule Regarding Minimum Salary Level for White Collar and HCE Overtime Exemptions, *Foster Swift Employment Labor & Benefits Law News E-Blast*, September 25, 2019

Best Practices Agricultural Businesses Should Follow When Creating or Revising an Employee Handbook, *Foster Swift Agricultural Law News*, July 26, 2019

Michigan's Paid Medical Leave Act, *Foster Swift Employment, Labor & Benefits Law News E-blast*, March 1, 2019

Do Employees Have the Right to Electronically Monitor Their Employers?, *Foster Swift Employment, Labor & Benefits News*, May 1, 2017

The Agricultural Exemption from Federal Wage and Hour Laws, *Foster Swift Agricultural Law News*, January 30, 2017

Monitoring Employee Conduct Outside of the Workplace, *Foster Swift Employment, Labor & Benefits News*, November 17, 2016

Can (or Should) Employers Regulate Employee Conduct Outside of Work?, *Foster Swift Employment, Labor & Benefits News*, August 16, 2016

Fair Labor Standards Act Corner – Paying for Employee Commuting, *Foster Swift Employment, Labor & Benefits News*, August 16, 2016

Social Media Use By Municipalities: Maximize Reward but Minimize Risk, *Foster Swift Municipal Law News*, January 26, 2016

Newest Danger Facing Your Department— Social Media, *Michigan Townships Association*, October 29, 2015



MEMBERSHIPS & AFFILIATIONS

Legal Affiliations:

- American Bar Association
- State Bar of Michigan
 - State Bar Representative Assembly for 17th Circuit
- Michigan State Bar Foundation, Fellow

Industry & Professional Associations:

- Grand Rapids Bar Association, Executive Committee for Litigation Section
- Grand Rapids Bar Association, Former Board of Trustee Member and Chair of Membership Services
- Michigan Association of Municipal Attorneys
- County Road Association of Michigan, Associate Member
- Edelweiss Club of Grand Rapids
- University of Michigan Club of Grand Rapids
- The Employers' Association

Community Service

- City of Grand Rapids
 - Income Tax Board of Review
 - Housing Appeals Board

RECENT BLOG POSTS

Michigan Labor & Employment Law Blog

The Pro-Union PRO Act passes the U.S. House of Representatives

Remote Work in the Pandemic Age: Employer Obligations and Best Practices

Supreme Court Upholds Right of Employers to Opt Out of ACA Contraceptive Mandate on Religious or Moral Grounds

U.S. Supreme Court Rules that Workplace Discrimination on the Bases of Sexual Orientation and Gender Identity is Prohibited Under Title VII



Leslie A. Dickinson
Shareholder

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Grand Rapids, MI 49525-7044
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F: 616.726.2299
ldickinson@fosterswift.com

Leslie Dickinson is a member of Foster Swift's Municipal and General Litigation Practice Groups. Leslie advises the firm's public entity clients including cities, townships, counties, villages, libraries and local health departments on compliance with applicable state and federal laws. Her representative matters include:

- Municipal Prosecution - misdemeanor and civil infraction ordinance and code violations
- Zoning, Planning and Land Use
- Ordinance Drafting - police power and zoning ordinances including regulations for medical marijuana, wind energy, solar energy, short-term rentals, and broadband internet
- Freedom of Information Act (FOIA) and Open Meetings Act (OMA) Compliance
- Inter-local Agreement Negotiation and Drafting

In addition to her work with municipalities and local governments, Leslie also handles a wide range of commercial litigation matters where she has represented businesses, health care entities, property owners and insurance companies. She also regularly handles administrative appeals, such as from zoning ordinance interpretations or other administrative agencies.

Leslie is a graduate of the University of Michigan and Notre Dame Law School where she received the Dean's Award in Notre Dame's Intensive Trial Advocacy Course. She was also selected to participate in Notre Dame's Advanced Criminal Justice Externship where she represented criminal defendants charged with lower-level felonies.

SPEAKING ENGAGEMENTS

Meeting Virtually: Amendments to the Open Meetings Act, Foster Swift, November 10, 2020

What the Heck is an SAD?, MTA Annual Conference & Expo, April 2019, April 3, 2019

PRACTICE AREAS

Municipal Prosecution
Municipal & Public Entity
General & Commercial Litigation

EDUCATION

University of Notre Dame Law School, J.D., 2014
University of Michigan, B.A., 2011, *with distinction*, Political Science and Communication Studies

BAR AND COURT ADMISSIONS

Michigan
U.S. District Court for the Western District of Michigan
U.S. Sixth Circuit Court of Appeals

HONORS & RECOGNITIONS

3 in 10 Award, Grand Rapids Bar Association, 2020
Best Lawyers in America® 2021 "One to Watch" (Municipal Law)



Zoning Law Updates, *Legal Institute - MTA Annual Conference & Expo, April 2019, April 1, 2019*

OMA & FOIA Updates, *Legal Institute - MTA Annual Expo, April 2018*

PUBLICATIONS

COVID Impacts on Electronic Public Meetings – Emergency Order and Open Meetings Act Updates, *Foster Swift Municipal Law News E-blast, December 23, 2020*

An Update on OMA Legislation Amendments, *Foster Swift Municipal Law News E-blast, October 19, 2020*

Pending OMA Legislation: What You Need to Know, *Foster Swift Municipal Law News E-blast, October 14, 2020*

Supreme Court Expands Local Government's Ability to Regulate Zoning of Medical Marijuana Caregivers, *Foster Swift Municipal Law News E-blast, April 28, 2020*

Executive Order 2020-15 Concerning OMA and COVID-19, *Foster Swift Municipal Law News E-blast, March 19, 2020*

New amendments to the Michigan Fireworks Safety Act, *Foster Swift Municipal Law News E-blast, January 23, 2019*

The Opioid Crisis: Legal Updates on the Nationwide Lawsuit and How it May Affect Your Local Government, *Foster Swift Municipal Law News, April 24, 2018*

Township's Decision Regarding Wind Energy Upheld in Federal Court, *Foster Swift Municipal Law Newsletter, November 28, 2017*

Nuts and Bolts of the New Medical Marijuana Facilities Licensing Act, *Foster Swift Municipal Law News, April 14, 2017*

U.S. Supreme Court Vacates Lower Court Decision Which Ruled Against High School's Bathroom Policy for Transgender Students, *Foster Swift School Law News, March 6, 2017*

Municipalities now Prohibited from Banning Plastic Bags, *Foster Swift Municipal Law News, January 3, 2017*

Governor Snyder Signs Medical Marijuana Facilities Licensing Act, *Foster Swift Municipal Law News, September 28, 2016*

Election Law Updates and How They May Affect Your Local Government, *Foster Swift Municipal Law News, January 26, 2016*

Receivers in Divorce Cases, *Michigan Bar Journal, July 2015*

Solar Energy: A "Hot" Topic at the Local Level, *Foster Swift Municipal Law News, March 30, 2015*

Attorney Fees Awarded Only After Party Obtains Injunctive Relief, *Foster Swift Municipal Law News, January 27, 2015*

Michigan Legislature Changes Taxable Value "Uncapping" Rules for Family Transfers, *Foster Swift Municipal Law News, October 30, 2014*

Revisiting the "Merger Problem" in Money Laundering Prosecutions Post-Santos and the Fraud Enforcement and Recovery Act of 2009, *Notre Dame Journal of Law, Ethics & Public Policy*, Vol. 28 (2014)

MEMBERSHIPS & AFFILIATIONS

Legal Affiliations:

- State Bar of Michigan
- Grand Rapids Bar Association
- Women Lawyers Association of West Michigan
 - Member of the Board of Directors, Treasurer

Community Involvement:

- Grand Rapids Ballet Company
 - Member of the Board of Directors



Laura J. Genovich
Shareholder

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lgenovich@fosterswift.com

Laura Genovich practices municipal law in the firm's Grand Rapids office. She helps public entities reach their goals and solve their problems in creative, collaborative, and cost-effective ways.

MUNICIPAL AND LAND USE LAW

Laura works closely with municipal clients on issues related to zoning and land use, election law and campaign finance issues, Freedom of Information Act (FOIA) and Open Meetings Act (OMA) compliance, labor/employment matters, real estate transactions, public finance, marijuana business regulation, and contract drafting and negotiation. She handles complex property tax appeals and has special expertise in property tax exemptions and special assessments.

Laura handles zoning and land use issues ranging from drafting zoning ordinance amendments to advising on strategies for ensuring compliance to litigation zoning matters as needed. She has successfully defended township clients with respect to wind energy and solar energy regulations.

Laura also works with public entities on land use matters, including development agreements, annexations, detachments, and Act 425 agreements.

Laura is a seasoned litigator who has represented local governments and private clients in both trial-level and appellate matters. She frequently handles appeals related to contracts, property disputes, zoning and land use issues, special assessments, sewer and water services, and other legal controversies. She has argued before the United States Court of Appeals for the Sixth Circuit, the Michigan Court of Appeals, and has drafted many briefs in the Michigan Supreme Court on behalf of municipal clients. She also co-authored a merits-stage brief in the Supreme Court of the United States on behalf of a township client and filed numerous Michigan Supreme Court briefs on municipal law and property tax issues.

Laura handles both day-to-day legal questions and complex matters for public entities, including:

PRACTICE AREAS

- Appellate Practice
- Collections / Creditor - Debtor Rights
- Municipal & Public Entity
- School Law Services
- Election & Campaign Finance Law
- Coronavirus Pandemic/Crisis Support Task Force
- Governmental Relations
- Property Tax
- Real Estate Development
- Renewable Energy
- Zoning & Land Use

EDUCATION

- Thomas M. Cooley Law School, J.D., 2008, *summa cum laude*
- Ohio University, B.S., 2005, *summa cum laude*, Communications

BAR AND COURT ADMISSIONS

- Michigan
- U.S. District Court for the Western District of Michigan
- U.S. District Court for the Eastern District of Michigan

- Establishing and defending special assessment districts.
- Drafting intergovernmental agreements and working with multi-jurisdictional authorities.
- Advising township clients regarding obligations under contracts, including obligations under intergovernmental service agreements.
- Reviewing ballot language for millage proposals and ensuring compliance with Michigan's election laws.
- Advising libraries, schools, and municipalities on compliance with FOIA and the Open Meetings Act.
- Handling property tax valuation and exemption matters, including taxable value "uncapping" disputes.
- Drafting zoning and police power ordinances, including regulations for medical and recreational marijuana businesses, wind and solar energy, gravel mining, and "tiny houses".
- Representing public employers in arbitrations and administrative hearings (unfair labor practice disputes).
- Advising public bodies on state aid/public funding issues.
- Drafting simple or complex contracts to meet the client's needs, including independent contractor agreements, sewer service contracts, and intergovernmental agreements under the Urban Cooperation Act.

WRITING AND SPEAKING

Laura enjoys writing and speaking about the law. When a new case or statute impacts her clients, she is quick to share the breaking news and advice. Laura regularly presents at municipal law seminars in addition to offering free webinars. She is a co-chair of Foster Swift's COVID-19 task force and regularly advises clients on the impact on COVID-19 related orders and legislation. She also has taught legal writing as an adjunct professor at Western Michigan University Cooley Law School.

REPRESENTATIVE MATTERS

- Successfully represented sewer and water authority in trial court and appellate court litigation arising out of contract negotiations with township.
- Successfully defended township in trial court and appellate court litigation arising out of water charges assessed to commercial property.
- Successfully defended township in federal court litigation related to a solar energy zoning ordinance ballot proposal, resulting in a denial of the plaintiff's motion for a preliminary injunction and the plaintiff's voluntary dismissal of the case.
- Served as co-counsel for township in taxpayer's appeal of more than \$3 million in corrected and supplemental special

U.S. Sixth Circuit Court of Appeals

HONORS & RECOGNITIONS

Michigan Assessors Association's (MAA) Michigan Property Tax Achievement Award, 2017-2018

Thomas M. Cooley Alumni Association Distinguished Student Award

Best Lawyers in America® 2018-2021 for Bankruptcy and Creditor Debtor Rights / Insolvency and Reorganization Law

Best Lawyers in America® 2021 (Litigation - Bankruptcy, Municipal Law)

Pace National Environmental Law Moot Court Competition, National Quarter-Finalist

State Bar of Michigan 1L Oral Advocacy Competition - First Place

"Top Lawyer", *Grand Rapids Magazine*, 2019 in Bankruptcy and Creditor/Debtor Rights Law

Michigan Super Lawyers "Rising Star," Bankruptcy: Business, 2012-2020

Michigan Lawyers Weekly, "Women in the Law", 2017

Grand Rapids Bar Association "3-in-10" Award, 2017



assessments, which resulted in judgment favorable to the township.

- Lead author of Michigan Supreme Court amicus briefs on behalf of Michigan Townships Association and other municipal organizations in support of township's denial of charitable property tax exemption to large fitness facility.
- Co-author of Michigan Supreme Court brief in *Menard v City of Escanaba*, a major case involving property tax assessments against big-box retail stores.
- Represented township in a local resident's Chapter 11 bankruptcy case to enforce township's zoning ordinance.
- Successfully defended public employer in arbitration, resulting in the denial of multiple grievances.

SPEAKING ENGAGEMENTS

Chapter 5 & 12 Farm Bankruptcy Reorganization Statutes, *MICPA CPE Mega Conference, October 22, 2020*

Now That the Stay at Home Order is Lifted, What do Municipalities Need to Know?, *Michigan Municipal League, June 8, 2020*

WEBINAR: Now That the Stay at Home Order is Lifted, What do Municipalities Need to Know?, *Michigan Municipal League, June 8, 2020*

Marijuana - Up in Smoke, *Federal Bar Association Bankruptcy Section, July 26, 2019*

Ethics Boot Camp, *MTA Annual Conference & Expo, April 2019, April 3, 2019*

Ethics for municipal officials, *Macomb County Treasurers' Association, September 11, 2018*

Alternative Energy Regulation Tips, *2018 MTA Annual Conference: Michigan Townships Association, April 25, 2018*

WEBINAR: Property Tax Exemptions: What Every Assessor Needs to Know Webinar, *September 20, 2017*

Nuts and Bolts of Writing Contracts, *2017 Michigan Township Association Conference & Expo, April 12, 2017*

Panel Discussion: Medical Marijuana, *Michigan Townships Association Annual Conference & Expo, April 11, 2017*

Medical Marijuana: What's Legal, What's Not, and What Can We Do?, *Lake Charter Township Berrien, November 14, 2016*

WEBINAR: Local Government Ethics, *Michigan Municipal League, April 27, 2016*

WEBINAR | Millage Proposals and Campaign Finance Issues, *March 29, 2016*



What Every Treasurer Should Know About Bankruptcy,
Livingston County Treasurers' Association, June 9, 2015

PUBLICATIONS

Public Meetings with 25 Persons or Fewer Permissible
Beginning March 5, 2021, *Foster Swift Municipal Law News E-blast,*
March 2, 2021

Indoor, In-Person Public Meetings Remain Prohibited Through
At Least March 29, 2021, *Foster Swift Municipal Law News E-blast,*
February 11, 2021

MDHHS Extends Emergency Order Prohibiting In-Person Public
Meetings & Requiring Work from Home, *Foster Swift Municipal*
Law News E-blast, January 13, 2021

COVID Impacts on Electronic Public Meetings – Emergency
Order and Open Meetings Act Updates, *Foster Swift Municipal Law*
News E-blast, December 23, 2020

Standards for Certification on Safe Policing for Safe
Communities: Does Your Policy Meet New Federal
Requirements? *Foster Swift Municipal Law News,* Dec 15, 2020

MDHHS Issues New Emergency Order Prohibiting In-Person
Public Meetings & Requiring Work from Home, *Foster Swift*
Municipal Law News E-blast, November 16, 2020

Executive Order 2020-183: Increased Gathering Sizes and
Places of Public Accommodation to Open Soon, *Foster Swift*
Legal Update E-blast, September 28, 2020

Whitmer Issues Executive Orders on Masks at Polling Places
and Extending Remote Government Meetings, *Foster Swift*
Municipal Law News E-blast, July 17, 2020

Emails to Your Personal Attorney May Not Be Privileged If Sent
or Received on a Work-Provided Email Address, *Foster Swift*
Legal Update E-blast, June 16, 2020

Governor Whitmer Moves to Reopen Construction and Real
Estate with Updated Stay-At-Home Order, *Foster Swift Legal*
Update E-blast, May 4, 2020

Governor Whitmer Extends Closure of Restaurants, Libraries
and Other Places of Accommodation through May 28, *Foster*
Swift Legal Update E-blast, May 1, 2020

Governor Temporarily Suspends Certain FOIA Deadlines, *Foster*
Swift Municipal Law News E-blast, April 6, 2020

Stay-at-Home: What the Governor's Executive Order Means for
Michigan Businesses, *Foster Swift Legal Update E-blast,* March 23,
2020

Executive Order 2020-15 Concerning OMA and COVID-19,
Foster Swift Municipal Law News E-blast, March 19, 2020



REMINDER: November 1 is Deadline for Municipalities to "Opt Out" of Recreational Marijuana Establishments, Foster Swift
Municipal Law News E-blast, October 17, 2019

Marijuana Emergency Rules: What Municipalities Should Know, Foster Swift
Municipal Law News, August 8, 2019

Michigan Supreme Court to Hear Appeal of Decision Upholding Appropriation of Public Funds for Private Schools, Foster Swift
School Law News E-Blast, June 26, 2019

How Marijuana Laws Affect Workplace Policies for Municipalities in Michigan, Foster Swift
Municipal Law News, March 22, 2019

5 things employers should know about the new Marihuana Act, Michigan Retailer,
December 2018

Foster Swift Secures Major Victory for Almer and Ellington Townships in Lawsuits Brought by Wind Energy Company, Foster Swift
Municipal Law News, November 8, 2018

Michigan Voters Approve Recreational Marihuana Ballot Proposal, Foster Swift
Municipal Law E-blast, November 7, 2018

New Case Law Restricts Local Zoning Control Over Medical Marijuana, Foster Swift
Municipal Law E-blast, November 1, 2018

An Exception to an Exemption: Michigan's Lessee-User Tax, Foster Swift
Municipal Law News, August 16, 2018

Tough Times for Township Assessors: Michigan Supreme Court Relaxes Property Tax Exemption Rules for Charities, Foster Swift
Municipal Law News, April 24, 2018

Different Categories of Property Tax Exemptions in Michigan, Foster Swift
Municipal Law News, March 15, 2018

Michigan Supreme Court Refines Property Tax Exemption Rules for Charities, The Review,
January 2018

MEMBERSHIPS & AFFILIATIONS

LEGAL AFFILIATIONS:

- State Bar of Michigan - Governmental Law Section
- Federal Bar Association Bankruptcy Section (Western District of Michigan), Steering Committee Member
- Grand Rapids Bar Association



Scott H. Hogan

Shareholder

1700 East Beltline, N.E.
Suite 200
Grand Rapids, MI 49525-7044
T: 616.726.2207
F: 616.726.2299
SHogan@fosterswift.com

Scott Hogan practices in the areas of real estate, municipal and library law, business law, receiverships, and bankruptcy. Specifically, this includes:

- **Municipal Finance:** Represents municipalities as bond counsel in bond issuances
- **Municipal and Library Law:** Handles all aspects of municipal and library real estate matters, reviews and prepares municipal contracts, and handles many other municipal matters.
- **Real Estate:** Handles sales, purchases, leases, condominiums, evictions, easements and all related real estate litigation.
- **Business Law:** Establishes new entities, assists with sales and purchases of companies, contracts, collections and litigation.

Prior to joining Foster Swift, Scott was a shareholder with Tolley VandenBosch Korolewicz & Brengle, P.C., when it joined with Foster Swift.

Scott is also very involved in the community as a member of the Grand Rapids Bar Association, where he currently serves on the Pro Bono Committee and the Federal Bar Association for the Western District of Michigan.

He previously served as the president of the Forest Hills Park Association and a member of the Board of Managers for the Southeast YMCA.

REPRESENTATIVE MATTERS

- Testified in 2017 before the Judiciary Committee of the Michigan House of Representatives regarding a pending bill to adopt the Uniform Commercial Real Estate Receivership Act

PRACTICE AREAS

Bankruptcy & Restructuring
Public Finance - Bond
Municipal Law
Real Estate Litigation

EDUCATION

Vanderbilt University Law School, J.D., 1988, Order of the Coif

Michigan State University, B.A., 1983, with Honors

BAR AND COURT ADMISSIONS

Michigan

U.S. District Court for the Eastern District of Michigan

U.S. District Court for the Western District of Michigan

U.S. Sixth Circuit Court of Appeals

HONORS & RECOGNITIONS

Best Lawyers in America®
2007-2021 (Bankruptcy and Creditor and Debtor Rights/Insolvency and Reorganization Law, Litigation-Bankruptcy)

"Top Lawyer", *Grand Rapids Magazine*, 2019 and 2021 in Bankruptcy and

- Represented the purchaser of six commercial buildings in a total \$15 million transaction.
- Assisted numerous municipalities with multi-million dollar bond issuance to fund water and sewer improvements.
- Prepared and assisted in numerous installment purchase agreements for municipalities.

Creditor/Debtor Rights Law

2012 *Best Lawyers*®
Bankruptcy Litigation "Lawyer
of the Year" in Grand Rapids

Michigan *Super Lawyers* 2013-
2014 (Bankruptcy: Business)

SPEAKING ENGAGEMENTS

Bankruptcy in Wake of COVID, *Foster Swift*, October 14, 2020

Sheriff's Deeds, *Michigan Association of Register of Deeds; Annual Summer Conference*, September 17, 2019

Michigan Judicial Institute's Business Court Judicial Seminar, May 24, 2018

USDA Rural Development Bond Projects, *Macomb County Treasurer's Association Meeting*, May 16, 2017

PUBLICATIONS

What to Know When Your Customer Files for Bankruptcy, *Foster Swift Finance Real Estate & Bankruptcy Law News*, November 17, 2020

Giving Debtors a Break During COVID-19: How to be Flexible But Still Protect Your Rights, *Foster Swift Finance Real Estate & Bankruptcy Law News*, May 28, 2020

What Buyers Need to Know About Purchasing Property in a Judicial Foreclosure in Michigan, *Foster Swift Finance Real Estate & Bankruptcy Law News*, November 13, 2019

A Transfer Tax Exemption for the Sale of Certain Principal Residences, *Foster Swift Finance, Real Estate & Bankruptcy Law News*, August 20, 2019

Direct Purchases of Bonds By Banks: A Popular Alternative for Municipalities, *Foster Swift Municipal Law News*, March 27, 2019

Funding Capital Improvement Projects: Financing Options for Michigan Libraries, *Foster Swift Municipal Law News*, February 12, 2019

The Dos and Don'ts of Leasing Property Owned by a Municipality, *Foster Swift Municipal Law News*, August 15, 2018

Our Bond Counsel Practice: How We Serve Townships, *Foster Swift Municipal Law News*, April 24, 2018

Governor Signs Bill Adopting the Uniform Commercial Real Estate Receivership Act, *Foster Swift Finance, Real Estate & Bankruptcy Law News E-blast*, February 7, 2018

What Happens When a Landowner Encroaches Upon Public Property?, *Foster Swift Finance, Real Estate & Bankruptcy News*, June 8, 2017

Receivers in Divorce Cases, *Michigan Bar Journal*, July 2015

Zoning and the Fifth Amendment: When do Zoning Regulations “Go Too Far”?, *Foster Swift Finance, Real Estate and Bankruptcy News*, March 6, 2015

Bankruptcy Chapter, *Michigan Basic Practice Handbook*

MEMBERSHIPS & AFFILIATIONS

Legal Affiliations:

- Grand Rapids Bar Association
- State Bar of Michigan

Industry & Professional Associations:

- American Bankruptcy Institute
- Turnaround Management Association

RECENT BLOG POSTS

Michigan Bankruptcy Blog

Michigan Updates and Expands its Receivership Act

Michigan House Considers Bills Proposing Adoption of the Uniform Commercial Real Estate Receivership Act



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Shareholder

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Anne has been practicing with Foster Swift's Administrative and Municipal Practice Group since her arrival at the firm. She currently serves as the firm President and Chair of the Executive Committee. Anne is a resident of Cascade Charter Township.

Her entire career has focused on the representation of municipalities and public entities. Anne has extensive experience in drafting and reviewing ordinances and policies, serving as general counsel, counseling clients on Freedom of Information Act (FOIA) and Open Meetings Act issues, and working with communities on millage and Michigan Campaign Finance Issues. Anne also has an expertise in library law.

To promote her belief that the best legal strategy is a proactive strategy, Anne assists communities with policy drafting and adoption. She is also a frequent speaker at seminars and conferences where the educational focus is on municipal law.

Prior to this leadership role, Anne was the Chairperson of the Recruiting Committee and was active on the firm's Diversity Committee. Currently, she also serves as a fellow of the Michigan State Bar Association and serves on the Advocacy Committee for JDRF West Michigan.

REPRESENTATIVE MATTERS

- Drafting intergovernmental agreements and service contracts with other municipal entities.
- Assisting communities with zoning issues such as drafting and amending sign ordinances and assisting townships with special use permit requests for telecommunication towers.
- Drafting millage proposal and educating library boards regarding the application of the Michigan Campaign Finance laws.
- Addressing board governance issues, including the application of the Open Meetings and the FOIA.

PRACTICE AREAS

Administrative Law
Library Law
Freedom of Information Act
Open Meetings Act
Election & Campaign Finance Law
Municipal & Public Entity

EDUCATION

University of Wisconsin Law School, J.D., 1996
University of Michigan, B.A., 1993

BAR AND COURT ADMISSIONS

Michigan
U.S. District Court for the Western District of Michigan
U.S. District Court for the Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals



- Successfully defend clients in FOIA cases
- Drafting district library agreements and assisting with all aspects of the district library formation process.
- Amending existing district library agreements, including adding participating municipalities to existing districts.
- Assisting libraries with request for information by law enforcement agencies and private entities, including the application of the Library Privacy Act and Patriot Act.

SPEAKING ENGAGEMENTS

WEBINAR: Library Privacy Act Amendments, Michigan Library Association, March 16, 2021.

WEBINAR: Now That the Stay at Home Order is Lifted, What do Municipalities Need to Know?, Michigan Municipal League, June 8, 2020

WEBINAR: Library Operational Policies, Michigan Library Association, April 15, 2020.

WEBINAR: Libraries and the Legal Impacts of COVID-19, Michigan Library Association, March 31, 2020

Open Meetings Act and Freedom of Information Act: Back to the Basics, Michigan Municipal League: 2018 Convention, September 20, 2018

That's Unconstitutional! Fact and Fiction Regarding Townships and the Constitution, 2018 MTA Annual Conference: Michigan Townships Association, April 25, 2018

WEBINAR: ADA Requirements: What Libraries Need to Know, Michigan Cooperative Directors Association, June 13, 2017

WEBINAR: Parliamentary Procedure: How To Run A Successful Meeting, Michigan Cooperative Directors Association, May 23, 2017

FOIA: Common mistakes and how to avoid them, Michigan Townships Association Annual Conference & Expo, April 12, 2017

The ABCs of the FOIA, MTA: Upper Peninsula Municipal Law Seminar, February 15, 2017

The Open Meetings Act and The Freedom Of Information Act, Foster Swift: Legal Essentials for Municipal Officials, January 18, 2017

Back to the Basics: OMA & FOIA, Michigan Association of Municipal Clerks, June 16, 2016

Funding for Public Projects, Michigan Townships Association, April 26, 2016

WEBINAR | Millage Proposals and Campaign Finance Issues, March 29, 2016



Behind Closed Doors: What Can Be Discussed in Closed Session?, *Michigan Townships Association Annual Educational Conference & Expo*, January 20, 2016

PUBLICATIONS

Recent Developments Require Libraries to Adopt New Procedures and Policies, *Foster Swift Library Law News E-blast*, November 17, 2020

New Requirements for the Open Meetings Act – SB 1108, *Foster Swift Library Law News E-blast*, October 26, 2020

New Executive Orders Lift Some Restrictions on Libraries in Northern Michigan and the UP, *Foster Swift Legal Update E-blast*, June 5, 2020

Libraries may reopen on June 8, 2020, *Foster Swift Library Law News E-blast*, June 1, 2020

Frequently Asked Questions by Public Libraries During COVID-19, *Foster Swift Library Law News E-blast*, April 28, 2020

Governor Temporarily Suspends Certain FOIA Deadlines, *Foster Swift Municipal Law News E-blast*, April 6, 2020

Impact of 2020-21 on Public Libraries in Michigan, *Foster Swift Library Law News E-blast*, March 23, 2020

Executive Order 2020-15 Concerning OMA and COVID-19, *Foster Swift Municipal Law News E-blast*, March 19, 2020

Five Ways to Avoid Violating the Open Meetings Act, *Foster Swift Municipal Law News*, February 14, 2020

A Look at State and Federal FOIA, *Foster Swift Municipal Law News*, August 7, 2019

New Amendments to the Freedom of Information Act, *The Review (Michigan Municipal League)*, March 25, 2019

10 Things Every Municipality Should Know About the Open Meetings Act, *The Review (Michigan Municipal League)*, January 25, 2019

New Amendments to the Freedom of Information Act – Public Act 523 of 2018, *Michigan Police Chiefs (Michigan Association of Chiefs of Police)*, January 14, 2019

Five Policies that Every Michigan Library Should Have in Place, *Foster Swift Municipal Law News*, November 7, 2018

Maintaining Attorney-Client Privilege in Public Meetings, *Foster Swift Municipal Law News*, April 24, 2018

Ten Critical Issues that Every Michigan Library Trustee Must Know, *Foster Swift Municipal Law News*, March 15, 2018

Sign Regulation After Reed v Town of Gilbert, *Foster Swift Municipal Law News*, October 31, 2016

New Freedom of Information Act Case: Documents Do Not Have to be Produced by the Time the FOIA Response is Due, *Foster Swift Municipal Law News*, July 19, 2016

Behind Closed Doors: What Can a Public Body Discuss in Closed Session?, *Foster Swift Municipal Law News*, January 26, 2016

Dispute Between City of Howell and Homeowner Over Grass Cutting Ordinance Ends Up in Sixth Circuit Court of Appeals, *Foster Swift Municipal Law News*, September 23, 2015

Email and the Freedom of Information Act, *Foster Swift Municipal Law News*, April 30, 2015

Develop FOIA Documents for New Requirements, *Foster Swift Municipal Law News*, March 30, 2015

Complying with the New Freedom of Information Act Changes, *Foster Swift Municipal Law News*, January 27, 2015

New Changes to the Freedom of Information Act, *Foster Swift Municipal Law News*, January 16, 2015

MEMBERSHIPS & AFFILIATIONS

Legal Affiliations:

- State Bar of Wisconsin
- State Bar of Michigan
- American Bar Association
- Fellow, Michigan State Bar Foundation

Industry & Professional Associations:

- Michigan Association of Municipal Attorneys, Member

RECENT BLOG POSTS

Michigan Election Law Blog

Primary Election Day 2020: Your Guide to Navigating Masks, Selfies, and Other Election Day Rules

Campaigning during COVID-19: Rules for Absentee Ballots



Alexander J. Thibodeau

Associate

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Alex is a member of the firm's Municipal practice group and works in the Grand Rapids office where he focuses primarily on representing cities, counties, villages and townships, libraries, and special authorities served by the firm. He also represents a number of businesses and individuals in a wide range of litigation matters. Representative matters include:

- Drafting complex litigation and litigation-focused oral advocacy
- Drafting ordinances, resolutions and administrative policies
- Drafting and analyzing contracts and agreements
- Drafting regulatory frameworks
- Utility service agreements
- State and local property tax
- Zoning
- Special assessment districts
- Municipal ethics
- Telecommunications: METRO Act and Small Cell Wireless (5G)
- Commercial and residential real estate
- Construction Litigation
- Landlord/Tenant Rights

Alex attended the Indiana University Maurer School of Law in Bloomington, Indiana. In law school, Alex was elected as the President of the Student Bar Association, was appointed as Executive Fellow for the Center for Constitutional Democracy, served as Notes Editor of the *Indiana Journal of Law and Social Equality* and sat on the Executive Board for the Indiana Journal of Constitutional Design.

During his first summer, he clerked for former Chief Justice Robert P. Young of the Michigan Supreme Court and was selected for the prestigious Stewart Fellowship – an opportunity which allowed him to work closely with a Senior Advocate to the Supreme Court of India in New Delhi.

PRACTICE AREAS

Municipal & Public Entity
General Litigation

EDUCATION

Indiana University School of Law, J.D.

DePaul University, B.A.,
Political Science

BAR AND COURT ADMISSIONS

Michigan

Federal Bar for the Western District of Michigan



Alex completed his undergraduate education at DePaul University in Chicago with degrees in Political Science and Journalism. Before attending law school, Alex worked as an on-air contributor for Chicago's NPR-affiliate station and taught journalism to at-risk youth on Chicago's west side. Alex also worked as a consultant for a national healthcare technology firm that worked to help public health facilities adjust to the regulatory dimensions of the Affordable Care Act.

SPEAKING ENGAGEMENTS

Municipal Regulation of Wireless Telecommunication Facilities in the Public Right of Way: Guidance for Counsel, *Strafford*, October 29, 2020

Understanding the General Law Village Act, *Michigan Municipal League (Capital Conference & Annual Expo)*, March 19, 2019

PUBLICATIONS

The Pandemic Makes the Case for 5G Expansion, *Foster Swift Municipal Law News*, March 4, 2021

Professional Access and Affinity Bar Associations, *Michigan Lawyers Weekly*, February 2, 2021

New Legislation Requires Refund of Excess Proceeds from Tax Foreclosure Sales, *Foster Swift Municipal Law News E-blast*, December 22, 2020

MSC Holds City Attorney Records and Communications Subject to FOIA Disclosure, *Foster Swift Municipal Law News*, September 2, 2020

Decision Regarding Surplus Proceeds from Tax-Foreclosed Properties, *Foster Swift Municipal Law News E-blast*, July 20, 2020

Executive Order 2020-15 Concerning OMA and COVID-19, *Foster Swift Municipal Law News E-blast*, March 19, 2020

Credit Card Surcharges for Municipalities, *Foster Swift Municipal Law News*, February 18, 2020

While 5G Technology Offers Innovation, Public Act 365 Strips Municipal Control, *Foster Swift Municipal Law News*, March 25, 2019

State Senate Bill Threatens to Undermine Existing Municipal Contracts, *Foster Swift Municipal Law News*, November 12, 2018

MEMBERSHIPS & AFFILIATIONS

Legal Affiliations

- State Bar of Michigan
- Grand Rapids Bar Association
 - Young Lawyers Section, President
 - Young Lawyers Section, Former Vice President
- Federal Bar for the Western District of Michigan



Accessibility and Responsiveness

Response time. Calls from clients are usually returned within four business hours and emails responded to within eight (and often less). Additionally, every Foster Swift attorney is backed up by another attorney, giving clients complete coverage 24/7/365 in the event of an attorney absence.

We believe the best customer service comes from accessibility to attorneys. We pride ourselves on our responsiveness. Foster Swift attorneys understand that a municipality's operations are not limited to normal business hours. Urgent matters require immediate attention, which is also why all of our municipal clients have access to our attorneys' mobile phone numbers. This unparalleled access, together with the depth of our attorneys and experience allows us to respond promptly to inquiries.

Day-to-day activities will be handled from the firm's Grand Rapids office. Our proposed personnel have been chosen carefully to meet your needs.

Meetings. Foster Swift understands that municipalities may need an attorney to attend a meeting on short notice and we are uniquely located to cover meetings. Distance is not an obstacle.

Backup. As the lead attorney, Mike Homier has the availability to respond to a request to attend a meeting on short notice. However, in the event that Mike is not available, there are other experienced municipal attorneys who will be available. This is also the benefit of having a municipal team. There is more than one attorney who can respond quickly to a municipality's needs. Typically, we require little lead time – only the time to drive to the meeting from our office.

Communication methods. Foster Swift attorneys represent municipal clients all over Michigan and handle their day-to-day legal needs through the use of modern electronic communication, including video conferencing. Our Information Technology staff ensures prompt, secure communications and the free flow of documents. Whether it is representing municipalities around the state; representing a community group in Traverse City; handling workers' compensation hearings in Saginaw, Gaylord, Kalamazoo or Escanaba; providing prosecution services in the City of Fenton; or covering an unfair labor practice hearing in Detroit, attending to our clients' business is what we do best.

Facilities

Foster Swift has offices in Grand Rapids, Holland, Lansing, Southfield, Detroit and St. Joseph. Our Grand Rapids office is approximately 9 miles from the Cascade Township Hall. All of the firm's offices have adequate office space, conference rooms, support staff (including secretaries, paralegals and technology staff) and technology to meet the legal needs described in the RFP. The Grand Rapids office, where most of the work will be done has 8 conference rooms (capacity ranging from 6 to 35 people), two conference rooms with large screen video conferencing, two visitor offices and a state-of-the-art scanning and photocopying center.

Foster Swift has a robust online library available to the attorneys 24 hours-a-day via Westlaw. Westlaw is a comprehensive online legal research tool that has the largest collection of case law, statutes and regulations. Also the firm and/or the attorneys maintain memberships in various municipal law organizations that provide access to resources such as current news and publications. This includes but is not limited to Michigan Association of Municipal Attorneys, Michigan Townships Association, the Michigan Municipal League, the Michigan Association of Counties and the Michigan Association of Assessors. Additionally, the Firm employs a



full-time legal research librarian to manage the Firm's legal resources and to assist our attorneys in researching difficult to obtain historical and/or obscure legal references, annotations, codes and statutes.

Our municipal practice group enjoys a large reference library of legal opinions that addresses issues continually faced by municipal clients which permits a swift and cost efficient response for clients on many common legal issues.

Authorized Negotiations

The attorneys listed below are authorized to negotiate the proposed contact with the Charter Township of Cascade:

Mike Homier 616.726.2230 mhomier@fosterswift.com

References

As indicated above, Foster Swift can provide many references in addition to those below. The Charter Township of Cascade may contact and interview personnel from the municipalities listed below who received municipal attorney services from Foster Swift. In addition, the Township may contact any organization or individual to obtain information that will assist the Township in evaluating the proposal, including copies of contracts and/or billing statements from Foster Swift's municipal clients.

Texas Charter Township

Julie VanderWiere, Township Superintendent
7110 West Q Avenue
Kalamazoo, MI 49009
P: 269.375.1591
E: jhinkle@texastownship.org

Cooper Charter Township

Jeff Sorensen, Township Supervisor
1590 West D Ave.
Kalamazoo, MI 49009
P: 269.382.0223
E: supervisor@coopertwp.org

Hartland Township

William Fountain, Supervisor
2655 Clark Road
Hartland, MI 48353
P: 810.632.5235
E: bfountain@hartlandtwp.com

Engagement agreements for Texas Charter Township and Cooper Charter Townships are included in Appendix B (page 53). Foster Swift has served as general counsel to Hartland Township since 1999 which pre-dates the firm's policy for written engagement agreements.

The billing synopsis for these clients follows:



Client Name	Matter Type	Hours Billed	Fees Billed
COOPER CHARTER TOWNSHIP	Employee Benefits	27.30	\$ 6,825.00
COOPER CHARTER TOWNSHIP	Municipal - Finance	13.30	\$ 2,660.00
COOPER CHARTER TOWNSHIP	Municipal - General	800.70	\$ 159,434.00
COOPER CHARTER TOWNSHIP	Municipal - Litigation	99.90	\$ 19,655.00
COOPER CHARTER TOWNSHIP	Municipal - Ordinance Enforcement	0.70	\$ 133.00
Total		941.90	\$ 188,707.00
HARTLAND TOWNSHIP	Municipal - General	224.70	\$ 50,557.50
HARTLAND TOWNSHIP	Municipal - Litigation	889.30	\$ 180,266.50
	Municipal - Zoning and Land Use		
HARTLAND TOWNSHIP	Planning	27.70	\$ 6,232.50
Total		1,141.70	\$ 237,056.50
TEXAS CHARTER TOWNSHIP	Municipal - Finance	31.60	\$ 6,478.00
TEXAS CHARTER TOWNSHIP	Municipal - General	888.40	\$ 181,944.00
TEXAS CHARTER TOWNSHIP	Municipal - Litigation	89.60	\$ 18,368.00
TEXAS CHARTER TOWNSHIP	Municipal - Ordinance Enforcement	91.50	\$ 18,757.50
Total		1,101.10	\$ 225,547.50

Conflicts of Interest

After a preliminary conflict check based on the information in the RFP, it appears there are no contractual agreements, relationships, retainers or other employment by the Charter Township of Cascade, its elected officials, appointed employees, or employees that present a conflict of interest in Foster Swift’s representation of the Charter Township of Cascade. Prior to beginning any work, Foster Swift will request a complete list of individuals and organizations from Cascade Township to ensure there are no conflicts before starting the engagement. Foster Swift agrees that it will not engage in litigation against the Township or represent clients that have interests that are directly adverse to the Township without informing the Township and obtaining written permission to do so in compliance with the Michigan Rules of Professional Conduct.

Cost Proposal

Foster Swift will work hard to meet the Charter Township of Cascade’s budgetary needs. Our goal is to understand the scope of work and financial parameters of your projects. Hence, we look forward to having a candid discussion regarding a mutually beneficial legal fee structure. We have found over time that hourly rates and recording is more cost efficient for our municipal clients. Our rates for this engagement are far below the rate we charge non-public entities and are as follows:



Services	Rate
General Counsel	\$200/hour
Bond Counsel	For bond counsel services, we recommend entering a mutually agreed upon fixed compensation agreement depending on the details of each bond financing or refunding, case-by-case.
Prosecution	\$200.00/hour

Billing statements are sent monthly and will include detailed information regarding time expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead cost. Payment is due upon receipt.

Other expenses. Foster Swift does not charge clients separate fees for secretarial or word processing costs, overtime or other basic overhead costs. Supplies and other materials will be billed monthly in an itemized manner at actual cost. Court filing fees, expert witness fees and similar out-of-pocket expenses will be charged at the rates set by the entity providing the service, subject to prior approval.

Time is charged based upon tenths of an hour (six minutes). There are no base minimum charges for activities such as phone calls or e-mails. Copying/scanning charges are \$0.10/page and mileage is charged at the rate set by the Internal Revenue Service.

Our billing format is organized to allow easy tracking of fees and costs on individual matters and may be customized to provide whatever information our clients need. Our system allows us to report nearly 200 separate services or activities, as well as the identification of the attorney or paralegal providing the service, the date of the service, a description of the service and the number of hours for the service on that date. Additionally, we can also report a monthly total for each file of the total hours and charges of each attorney or paralegal working on that file. For ease of tracking, our billings itemize each cost item separately according to date, description of the cost, source of the cost and the amount. Bills are generally sent out on a monthly basis. Also a factor in billing is the protection of sensitive attorney-client information. We are able to tailor the level of protection for each client.

Duration. The price structure above is based on a three-year contract with the Charter Township of Cascade. The contract is terminable at the will of the Township upon sixty (60) days' notice. Renewal of this contract requires reauthorization.

Insurance

Foster Swift holds its attorneys to the highest ethical standards and our insurance covers all legal services provided by the law firm. All Foster Swift lawyers are covered by legal malpractice coverage with policy limits totaling \$25 million. The firm also carries \$1,000,000 workers' compensation insurance on all employees and cyber insurance to cover any damages or notification costs in the event of a data breach. Copies of coverage will be provided if Foster Swift is awarded the work.



Additional Information

Selecting legal counsel is an important decision for any municipality. Municipal representation is best approached as a partnership. Through the firm's long track record of working closely with many cities, villages and townships, its staffs and officials, we have developed a culture of open channels of communication which enable successful outcomes to legal issues.

Our clients find that we are:

- **Value-oriented.** The value of legal services is not something that can be determined at the outset of a relationship. It can only be evaluated in hindsight. Billable rates – whether high or low – pertain to value. Value is driven by efficiency and by experience. It matters little if a firm has low billing rates if it cannot deliver quality work efficiently. Foster Swift provides its clients real, demonstrable value by producing excellent work quickly and at reasonable rates.
- **Effective.** The Firm's municipal attorneys play an integral role in proactively assisting public entities in developing and implementing modern legal, management and risk mitigation practices. After all, the mark of effective municipal counsel is not only how it responds in times of legal crisis or turmoil, but – equally important – how it helps clients avoid problems in the first place.
- **Experienced.** Foster Swift attorneys serve many municipal clients. This expands their knowledge and experience base. For clients, this often results in a prompt answer with less time billed. In other cases, this results in implementing already existing systems resulting in time and labor savings to our clients through reduced internal resources or reduced attorney time. Municipalities face similar issues – from annexation to zoning – and, because of Foster Swift's extensive municipal experience, its clients benefit when Foster Swift can complete tasks in significantly less time.
- **Responsive.** Regarding calls or e-mails from clients, usually client calls are returned within two business hours (and often less). Every Foster Swift attorney is backed by another attorney, so crises can be immediately addressed even if one of the attorneys may be unavailable. This structure has worked well to allow Foster Swift to provide efficient, consistent responses on a wide range of issues for the municipality. Urgent matters require urgent responses. Foster Swift assists its clients, and has always been available to clients 24/7/365. On numerous occasions, municipal clients have needed legal advice on short notice. On every occasion, including weekends, Foster Swift immediately responded and handled the issue.
- **Communicative and training-minded.** Foster Swift's attorneys work diligently to keep clients informed of new case law and legislation (including pending legislation) which may affect municipalities. We do this through monthly newsletters, webinars and on-site training. This has helped our municipal clients run more efficiently and effectively and helped public bodies avoid litigation, ultimately reducing legal expenses. Our talents in this area are also recognized by Michigan Municipal League and Michigan Association of Townships who routinely ask our attorneys to teach programming for members.
- **Efficient.** Foster Swift also places a great deal of emphasis on project management of legal matters. This means that matters for clients are staffed by attorneys with the right skill sets to do the job. Strategies are developed in advance, roles are defined and lines of communication remain open to ensure that the right people are in place to get the right result.
- **Tech-efficient.** Foster Swift utilizes technology to enhance its ability to provide prompt, secure communication with clients. E-mail, video-conferencing tools, and cloud-based technology allow for real-time interaction with clients, sharing and collaboration on documents, and production of work product.

Foster Swift is excited about the proposed opportunity to serve the Charter Township of Cascade. Please contact us with questions or requests for additional information. We hope to have the opportunity to meet to introduce ourselves and discuss how we can provide exceptional and affordable legal counsel.

FOSTER SWIFT COLLINS & SMITH PC

Anne M. Seurnyck

Anne M. Seurnyck
1700 E. Beltline Ave. NE, Suite 200
Grand Rapids, MI 49525
Phone: 616.726.2240
E-Mail: aseurnyck@fosterswift.com

3/30/21

Michael D. Homier 3-30-2021

Michael D. Homier
1700 Beltline, N.E., Suite 200
Grand Rapids, MI 49525
Phone: 616.726.2230
E-Mail: mhomier@fosterswift.com

Appendix A

A LARA-certified Certificate of Good Standing can be provided upon request

LARA Corporations
Online Filing System
Department of Licensing and Regulatory Affairs

ID Number: 800956096 [Request certificate](#) [Return to Results](#) [New search](#)

Summary for: FOSTER, SWIFT, COLLINS & SMITH, P.C.

The name of the DOMESTIC PROFESSIONAL CORPORATION: FOSTER, SWIFT, COLLINS & SMITH, P.C.

The name was changed from: FOSTER, SWIFT, COLLINS & COEY, P.C. on 04-17-1989
The name was changed from: FOSTER, SWIFT & COLLINS, P.C. on 06-01-1977
The name was changed from: FOSTER, LINDEMER, SWIFT & COLLINS, P.C. on 05-30-1975
The name was changed from: FOSTER, CAMPBELL, LINDEMER & MCGURRIN, P.C. on 01-06-1970

Entity type: DOMESTIC PROFESSIONAL CORPORATION

Identification Number: 800956096 Old ID Number: 125376

Date of Incorporation in Michigan: 07/01/1969

Term: Perpetual

Most Recent Annual Report: 2020 **Most Recent Annual Report with Officers & Directors:** 2020

The name and address of the Resident Agent:

Resident Agent Name: TERRY A BLAKELY
Street Address: 313 S WASHINGTON SQUARE
Apt/Suite/Other:
City: LANSING State: MI Zip Code: 48933

Registered Office Mailing address:

P.O. Box or Street Address: 313 S. WASHINGTON SQUARE
Apt/Suite/Other:
City: LANSING State: MI Zip Code: 48933

Appendix B

Engagement Agreements

- **2008 Cooper Charter Township Engagement Letter**
- **2017 Cooper Charter Township Engagement Letter**
- **2015 Texas Charter Township Engagement Letter**
- **2018 Texas Charter Township Engagement Letter**

Jeffrey Sorensen, Supervisor
June 10, 2008
Page 3



AGREED:

COOPER CHARTER TOWNSHIP

By: *Jeffrey Sorensen*
Jeffrey Sorensen, Supervisor

Bonnie Sytsma
Bonnie Sytsma, Clerk

Dated: *June 19, 2008*

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Julie VanderWiere
December 15, 2015
Page 2

and laws, bond and public finance work, public-private partnerships and condemnation and eminent domain will be billed at different rates and will be discussed prior to commencing any work. Each December, billable rates are reviewed and, depending on numerous factors including, but not limited to, inflation, expertise and education, fees are determined for the following year. However, the Township must approve any fee increase.

In addition to fees, the Township will also be billed for costs which are expenditures by the Firm on its behalf. The costs and attorney fees will generally be billed monthly. If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice.

Based on the information we have been provided, the Firm believes that its representation of the Township complies with the Michigan Rules of Professional Conduct. However, if we determine that a conflict of interest arises during this engagement, the Firm will take appropriate steps to remedy the conflict, including withdrawal.

Our responsibility in representing the Township is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the Township's legal matters. In turn, we will need the Township's full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the Township is utilizing our services.

Pursuant to Section 4.55 of the Manual, requests to consult with the Firm outside of Township Board interactions, should be directed through the Township Superintendent, who is authorized by the Township Board and the Manual to direct legal work, matters and tasks to the Firm. The Firm will pursue the Township's legal matters conscientiously and without delay, but with regard for the Firm's workload and the nature of the legal system. The Firm will keep the Township reasonably informed about the status of its legal matters and welcomes requests for information.

We intend to establish a mutually rewarding and enduring relationship with the Township as its legal counsel. Nevertheless, the Township is free to terminate our services, with or without cause, at any time by written notice to us to that effect. Except as otherwise required by the Michigan Rules of Professional Conduct, we may also terminate our services to the Township, with or without cause, by providing at least sixty (60) days prior written notice to the Township to that effect.

If the Township terminates our representation, the Firm will return to you any original materials in the Firm's files that belong to the Township and any final documents produced by the Firm that were requested by the Township during the representation. The Firm will dispose of its files (including the Firm's work product) related to the Township's matters as it sees fit.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Lansing
313 S. Washington Square
Lansing MI 48933

Southfield
28411 Northwestern Highway, Suite 500
Southfield MI 48034

Grand Rapids
1700 E. Bechline NE - Suite 200
Grand Rapids MI 49525

Detroit
333 W. Fort Street - Suite 1400
Detroit MI 48226

Holland
151 Central Avenue Suite 260
Holland MI 49423

St. Joseph
728 Pleasant Street - Suite 204
St. Joseph MI 49085

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Brent A. Titus
Stephen J. Lowrey
Jean G. Schifko
Brian G. Goodenough
Matt G. Hreboc
Melissa J. Jackson
Nancy L. Kahn
Deanna Swisher
Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernish
Paul J. Millenboch
Dirk H. Beckwith
Brian J. Renaud
Bruce A. Vande Vosse
Lynwood P. VandenBosch
Lawrence Korolewicz
James R. Doerzema
Anne M. Seorynck

Richard I. Hillman
Steven J. Owen
John P. Nicoletti
Michael D. Hemmer
David M. Lick
Scott H. Hogan
Richard C. Kraus
Benjamin J. Price
Frank T. Marot
Michael R. Blum
Jonathan J. David
Frank H. Reynolds
Pamela C. Dierman
Andrew C. Vredenburg
John M. Kamens
Jack A. Siebers
Julie I. Feshman
Todd W. Hoppe
Jennifer B. Van Regenmortel

Thomas R. TerMaat
Frederick D. Dilley
Alexander A. Ayar
David R. Russell
Zachary W. Behler
Joshua K. Richardson
Joel C. Farrar
Laura J. Genovitch
Liza C. Moore
Karl W. Butterer, Jr.
Lisa J. Hamanich
Mendi M. Johnson
Ray H. Littleton, II
Frank J. DeFrancisco
Scott A. Dienes
Jack L. Van Coevering
Barbra F. Homier
Anna K. Gibson
Patricia J. Scott

Nicholas M. Oerel
Alicia W. Birch
Adam A. Fadly
Glen A. Schmieg
Gilbert M. Primer
Mark J. Colon
Paul D. Vared
Ryan E. Lamb
Stephen W. Smith
Michael J. Liddane
Clifford L. Hammond
Jonathan H. Schwartz
Brett R. Schlander
Drew L. Block
Matthew S. Fedor
Nicolas Camargo
Trevor J. Weston
Liam K. Healy
John W. Mishin

Allison M. Collins
Leslie A. Dickinson
Julie L. Hamlet
Michael C. Zahrt
Taylor A. Gatt
Rachel G. Olney
Tyler J. Olney
Mark J. DeLuca
Stefania Guzmendi
Thomas K. Dillon
Robert A. Fawcett
Katika L. Howard
Ryan S. Mills
David S. News
Donsbur L. Oliver
Robert A. Hamor

Webb A. Smith
Allen J. Cleypool
Gary J. McRay
Stephen L. Jurnu
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
James B. Jensen, Jr.
Scott L. Mandel
Michael D. Sanders

Writer's Direct Phone: 616.726.2230

Fax: 517.367.7120

Reply To: Grand Rapids

E-Mail: MHomier@fosterswift.com

October 26, 2017

Julie VanderWiere, Superintendent
Texas Charter Township
7110 West Q Avenue
Kalamazoo, MI 49009

Via E-mail

Dear Ms. VanderWiere:

Re: Legal Services for 2018-2019

We are pleased that Texas Charter Township ("Township") has requested that Foster Swift ("Firm") provide this written letter agreement to renew and extend our December 15, 2015 engagement letter, attached as Exhibit A ("Engagement Letter"). This letter agreement incorporates all of the terms and conditions as set forth in the Engagement Letter, except that the capped hourly rate shall increase from \$200 per hour to \$205 per hour and except for specialty counsel as described in the Engagement Letter. The term of this extended engagement shall be for an additional one (1) year term as permitted under the Engagement Letter and shall commence January 31, 2018 and terminate on January 30, 2019, unless renewed or extended by written agreement of the Township and the Firm.

Should you have any questions, please do not hesitate to call us. If the Township agrees with the above, please execute this letter agreement at the bottom on behalf of the Township. We look forward to continuing to serve as Texas Charter Township's legal counsel.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC


Michael D. Homier

MDH:bsa
Attachment

fosterswift.com

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH P.C. ATTORNEYS

Julie VanderWiere, Superintendent

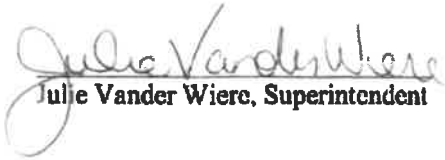
October 26, 2017

Page 2

APPROVED:

TEXAS TOWNSHIP

By:


Julie Vander Wiere, Superintendent

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FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC B ATTORNEYS

Julie VanderWiere
December 15, 2015
Page 2

and laws, bond and public finance work, public-private partnerships and condemnation and eminent domain will be billed at different rates and will be discussed prior to commencing any work. Each December, billable rates are reviewed and, depending on numerous factors including, but not limited to, inflation, expertise and education, fees are determined for the following year. However, the Township must approve any fee increase.

In addition to fees, the Township will also be billed for costs which are expenditures by the Firm on its behalf. The costs and attorney fees will generally be billed monthly. If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice.

Based on the information we have been provided, the Firm believes that its representation of the Township complies with the Michigan Rules of Professional Conduct. However, if we determine that a conflict of interest arises during this engagement, the Firm will take appropriate steps to remedy the conflict, including withdrawal.

Our responsibility in representing the Township is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the Township's legal matters. In turn, we will need the Township's full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the Township is utilizing our services.

Pursuant to Section 4.55 of the Manual, requests to consult with the Firm outside of Township Board interactions, should be directed through the Township Superintendent, who is authorized by the Township Board and the Manual to direct legal work, matters and tasks to the Firm. The Firm will pursue the Township's legal matters conscientiously and without delay, but with regard for the Firm's workload and the nature of the legal system. The Firm will keep the Township reasonably informed about the status of its legal matters and welcomes requests for information.

We intend to establish a mutually rewarding and enduring relationship with the Township as its legal counsel. Nevertheless, the Township is free to terminate our services, with or without cause, at any time by written notice to us to that effect. Except as otherwise required by the Michigan Rules of Professional Conduct, we may also terminate our services to the Township, with or without cause, by providing at least sixty (60) days prior written notice to the Township to that effect.

If the Township terminates our representation, the Firm will return to you any original materials in the Firm's files that belong to the Township and any final documents produced by the Firm that were requested by the Township during the representation. The Firm will dispose of its files (including the Firm's work product) related to the Township's matters as it sees fit.

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC & ATTORNEYS

Julie VanderWiere
December 15, 2015
Page 3

This engagement letter is intended to govern the legal services that we may render to the Township. The Township and Firm agree that, prior to filing any claim, suit or action of any dispute arising out of or related to this engagement letter, the parties will submit the dispute to non-binding mediation and that the parties will select a mediator from the Kalamazoo County Circuit Court approved list of mediators to mediate any disputes.

Should you have any questions, please do not hesitate to call us. If the Township agrees with the above, please execute this letter at the bottom on behalf of the Township. The Township's return of the letter is the first step in our representation of the Township's interests. We look forward to serving Texas Charter Township.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Michael D. Homier

MDH:bsa

APPROVED:

TEXAS CHARTER TOWNSHIP

By:



Julie VanderWiere, Superintendent



900 Monroe Ave NW Grand Rapids, MI 49503
Tel (616) 632-8000 Fax (616) 632-8002
Web mikameyers.com

Attorneys at Law

Proposal to Provide Legal Services

to

Cascade Charter Township, Michigan

PROPOSAL FOR LEGAL SERVICES CASCADE CHARTER TOWNSHIP

In accordance with the Township's Request for Proposal ("RFP"), Mika Meyers is providing all information requested by Section 4 thereof, as follows:

Section 4.1 Business Organization

Mika Meyers PLC is the assumed named of Mika Meyers Beckett & Jones PLC. The firm is organized as a professional limited liability company in the State of Michigan. A Certificate of Good Standing is attached as **Tab A**.

The firm's main office is located at 900 Monroe Avenue, NW, Grand Rapids, MI 49503. We also have an office in Manistee, staffed full time by three attorneys who are Manistee area residents, which serves a number of northwestern Michigan townships, cities, villages, and road commissions. For the convenience of our West Michigan clients, we also have satellite offices in Rockford and Caledonia, staffed as needed by attorneys from our Grand Rapids office.

If we are selected as the Township's attorney, all legal services will be provided out of our Grand Rapids office, which is located only 15 minutes from the Township's new offices at 5920 Tahoe Drive, SE.

Section 4.2 Applicable Experience

A. Narrative Description of Firm. Mika Meyers is a full-service law firm, formally organized in 1961, but with roots going back to the 1920's. Mika Meyers currently has 39 lawyers, including members/partners, associates, and certain attorneys on "Of Counsel" status. We have a support staff of 25, including paralegals, legal assistants, accounting staff, and office administration.

The firm is organized into several practice groups, including the following: Local Government, Alternative Dispute Resolution, Colleges & Universities, Commercial Lending & Creditor's Rights, Energy & Natural Resources, Environmental, Family Law, Immigration, Labor & Employment, Litigation, Real Estate, Tax, Technology Services, and Trusts and Estates. Our lawyers are typically involved in more than one of these groups, depending on their individual practices and backgrounds. A general description of our firm is attached at **Tab B**.

Local Government law is one of our firm's largest practice groups, and is an area in which the firm specializes. Attached at **Tab C** is a general overview of our firm's Local Government Law Practice Group. Further details about the Local Government Group are provided below.

B. Local Government Group. The Local Government Law group includes 21 attorneys. The current chair of the Local Government Group is Ronald Redick, who is the initial point of contact for municipal clients in the State of Michigan. For this proposal, please direct any questions or further communications to Mr. Redick at 616-632-8053 or redick@mikameyers.com.

Mika Meyers' municipal attorneys can provide legal services for any type of matter encountered by a Michigan charter township. The attorneys who will be assigned to Cascade Township as general counsel, bond counsel, ordinance prosecutor, and for services related to tax, employment/labor and environmental/condemnation have an average of 25 years of experience.

The vast majority of lawyers in the firm are members (the term used for the owners of a professional limited liability company). In contrast to many firms which are organized on a “pyramidal” model, with a few partners and many associates, this means that the legal work for our clients is performed personally by the most experienced “member” attorneys.

Our municipal law practice dates to 1956, when the firm began representing the Village and Township of Caledonia. Since that time, the practice has grown significantly, and we have the most extensive local government law practice in West Michigan. In 2020, we represented 136 townships, villages, cities, counties, road commissions, authorities, libraries, and other public sector clients throughout Michigan. A list of these clients is attached at **Tab D**. Mika Meyers’ attorneys are actively involved in the Michigan Townships Association (“MTA”), and the firm is an Allied Services Provider to MTA. Our Local Government attorneys are regularly asked to speak at the MTA convention and other MTA training events.

Mika Meyers now serves as general counsel for 10 of the 21 townships in Kent County, including the following:

- | | |
|----------------------------|-------------------------------|
| Algoma Township | Byron Township |
| Caledonia Charter Township | Cannon Township |
| Courtland Township | Grand Rapids Charter Township |
| Nelson Township | Oakfield Township |
| Solon Township | Spencer Township |

We are also general counsel for many other townships in West and Northwest Michigan, including the following:

- | | |
|--------------------------|-------------------------|
| Blendon Township | Boston Township |
| Campbell Township | Cedar Creek Township |
| Cherry Grove Township | Chippewa Township |
| Clam Lake Township | Cleon Township |
| Crockery Township | Dalton Township |
| Dickson Township | Douglass Township |
| Eckford Township | Filer Charter Township |
| Gilmore Township | Goodwell Township |
| Green Township | Haring Charter Township |
| Jamestown Township | Johnstown Township |
| Manistee Township | Mecosta Township |
| Monroe Township | Moorland Township |
| Pentwater Township | Pierson Township |
| Polkton Charter Township | Ravenna Township |
| Selma Township | |

The firm has also served as general counsel, special counsel and/or bond counsel for a number of sewer and/or water authorities across Michigan including the following: North Kent Sewer Authority, Byron-Gaines Utility Authority, Southwest Barry County Sewer Authority, Clarksville Morrison Lake Sewer Authority, Kalamazoo Lake Sewer and Water Authority, Gull Lake Sewer and Water Authority, South County Sewer and Water Authority, Lakes Area Sewer Authority and White Cloud/Sherman Utilities Authority.

One of the significant advantages that the Township would have by retaining Mika Meyers as its general counsel is to eliminate the need to hire outside legal counsel for any special projects. This is because our firm can provide the full spectrum of service the Township may need, including specialized matters such as municipal finance, litigation, public sector labor and employment, major tax tribunal litigation and environmental issues.

Mika Meyers provides valuable added services at no cost to our municipal clients. Every other year, we host a client seminar on current municipal topics of interest in the Grand Rapids and Manistee areas. Our *Local Government Law Bulletin* is prepared and distributed to our clients typically every other month. In addition, we provide special updates on important topics by client alerts. Examples of recent bulletins are attached at **Tab E**.

C. Experience with Cascade Township. The firm does have prior experience working with Cascade Township. Most recently, in March 2018, Mika Meyers' attorney Andrea Crumback was asked by the Township Assessor, Roger McCarty, to represent Cascade Township in the Huntington National Bank (the "Bank") property tax appeal pending against the Township in the Michigan Tax Tribunal (MOAHR Docket No. 17-000998). The Township's law firm had a conflict of interest and the Township needed another firm to represent it in this case. This case proceeded to trial on October 31, 2018. The Bank sought a reduction in the property's true cash value to \$385,000. The Bank hired a licensed commercial appraiser to testify about value. The Township used Mr. McCarty to testify about value and did not hire an outside appraiser. The Tax Tribunal disagreed with the Bank's contentions that the property was worth \$385,000 and concluded to a value of \$585,000.

Another firm member, Jim Scales, has historically assisted Ken Peirce and Oxana Sourine with personal property tax collections. In addition, he represented the Township with respect to zoning matters related to the Ford Airport due to a conflict of interest by the former Township attorneys, who also represented the Airport. Jim worked with Steve Peterson as well as the Township's then-manager, Jay Cravens, on this project. He also worked with a consortium of townships, including Cascade Township, with respect to the county's wide area network and a township law enforcement agreement with the Kent County Sheriff's Department.

D. Representative Clients. We are presenting Crockery Township, Grand Rapids Charter Township and Caledonia Charter Township as representative clients for this proposal. Crockery Township is chosen because Ronald Redick, who is designated as general counsel in this proposal, has represented that Township for more than 13 years. Caledonia and Grand Rapids Charter Townships were chosen because they are similar in population to Cascade Township and are also similar in that they contain both highly developed commercial areas as well as rural and low-density residential areas like Cascade Township.

Mika Meyers does not require its municipal clients to enter into a legal services agreement; our relationship with these clients is purely at the pleasure of these Townships. We would be pleased to sign an acceptable written legal services agreement with Cascade Township, as desired.

1. Crockery Township. Mika Meyers has represented Crockery Township for approximately 20 years and Ronald Redick has served as general counsel since 2008. The scope of services performed for Crockery Township includes the following:

Zoning and Land Use. Ronald Redick assists and is deeply involved in Crockery Township's planning and zoning work. Representative recent projects in this area include:

- Preparation of approving or denying resolutions/ordinance for all types of land use applications, including rezonings, special land uses, planned unit developments; attendance at all Planning Commission meetings. Attendance at Township Board meetings involving zoning approvals.
- Attendance at Zoning Board of Appeals meetings and drafting of approving or denying resolutions for variances and appeals.
- Drafting of all zoning and general ordinances, and amendments.
- Preparation of Bylaws and Rules of Procedure for Planning Commission and Zoning Board of Appeals.
- Preparation of detailed Planned Mineral Removal ("PMR") permits for proposed mineral removal operations.
- Ongoing legal advising and negotiations in connection with the development of a large 528-unit residential development that is subject to a Consent Judgment entered by the Ottawa County Circuit Court.
- Regular assistance with other land use issues including difficult land division questions, lake access issues, nonconforming buildings and uses, and signage. Advice regarding impact of state preemption of local zoning and land use regulations, including issues that arise with the Right to Farm Act and telecommunication towers.
- Preparation and enforcement of a Corridor Overlay Ordinance for the highway M-104 corridor, addressing important matters such as access management and related issues.
- Assistance with carrying out policies to preserve low density development through the majority of the township, such as utilities planning, low density zoning, and restrictions on private streets.

Election Law

- Preparation of and advice on millage ballot proposals and renewals, including for road improvement, township hall improvements, nonmotorized trails, fire services, and library services.
- Advising on the ever-more-frequent Freedom of Information Act requests that are received for election records.

Interlocal Agreements/Municipal Authority Agreements

- Crockery Township is currently in the process of designing, constructing, and financing a new sanitary sewer collection system, which will discharge through the collection infrastructure of two other municipalities, and then discharge to the regional Wastewater Treatment Plant operated by the Grand Haven – Spring Lake Sewer Authority. In connection with this, Mr. Redick has been managing the various aspects of this project, including the inter-municipal agreements with Spring Lake Township, the Village of Spring Lake and the

GH-SL Sewer Authority; obtaining and drafting easements for the new sewer lines; and, the establishment of sewer use ordinances, and rates and charges.

Other General Matters

- Management of all legal issues in connection with the construction and management two non-motorized trails in the Township, including the North Bank Trail and the Spoonville Trail. Legal work includes securing and drafting easements, property acquisition, obtaining of state of federal grant monies, and negotiations with the road commission over various design and construction issues.
- Assistance with fire department employment matters.
- Ordinance enforcement with respect to zoning, junk, dangerous buildings, code violations, and other matters.

Synopsis of Billings. Total billings and hours for the last three years for Crockery Township are as follows:

Year	Amount Billed	Hours
2018	\$81,659	252
2019	\$104,255	322
2020	\$109,584	338

2. ***Caledonia Charter Township.*** Mika Meyers has represented Caledonia Charter Township since 1957. Caledonia Township utilizes the services of a consultant planner, who spends one day a week in the Township office. Representative projects include:

Zoning and Land Use

- Developing, drafting and publicly assisting in the adoption of a historic and comprehensive zoning and planning revision of the land use provisions for all the lands on either side of Highway M-37 throughout the Township.
- Preparation of and assisting the Planning Commission and Township Board in the adoption of the entire Township zoning ordinance in 2003-2005.
- Preparation of hundreds of zoning ordinance amendments and dozens of general Township ordinances, on every possible topic, since beginning representation of the Township in 1957.
- Development of comprehensive mineral removal zoning provisions which have served as a model for many other townships throughout West Michigan.
- Successfully defended the Township in zoning and other land use lawsuits in the Circuit Court; preparation of settlement agreements in zoning cases.
- Preparation of all ordinances and other regulatory documents for dozens of residential developments, including planned unit developments, platted subdivisions and site condominiums.
- Preparation of PUD ordinances and other approvals for commercial/business office developments.

- Development of unique zoning provisions for the protection of residential areas from encroaching potential commercial development.
- Preparation of comprehensive sign regulations for lands fronting on Highway M-37 (Broadmoor Avenue/Cherry Valley Avenue).

Election Law

- Handled all proceedings and prepared documents for public votes on zoning referendums, millage proposals and special elections.

Utilities and Interlocal Agreements

- Drafting and amending the Township comprehensive sanitary sewer and water supply ordinances.
- Prepared many extensive water and sewer agreements and related instruments since these services became publicly available in the 1980s.
- Prepared and negotiated sanitary sewer service agreements between the Township and the Village of Caledonia, since the inception of the Village sewer treatment system in the 1970s.

Other General Matters

- Drafted Township policies on a variety of topics, including employment related issues.
- Assisting the Township with a variety of legal matters, including land divisions, lake access regulations, variances, election issues, environmental matters, historic preservation and the like.
- Assisting the Township fire department on many matters and issues, including employment, policies, required procedures at emergency scenes, fire code amendments.
- Advised on establishing a Township foundation for potential funding of special Township projects.

Synopsis of Billings. Total billings and hours for the last three years for Caledonia Charter Township are as follows:

Year	Amount Billed	Hours
2018	\$111,640	389
2019	\$71,813	261.25
2020	\$68,988	231.15

3. **Grand Rapids Charter Township.** Mika Meyers has represented Grand Rapids Charter Township as general counsel since 2001. Grand Rapids Township does not utilize a staff or consultant planner, and we perform many functions that would typically be performed by a consultant or staff planner.

Land Use and Zoning

- Preparation of review memorandum, resolutions, and notices for all applications for zoning review and approval.

- Attendance at all Planning Commission and Zoning Board of Appeals meetings; occasional attendance at Township Board meetings.
- Assistance with review and approval for major apartment/mixed use developments, including one that involved the Township’s Brownfield Redevelopment Authority.
- Involvement with major commercial and institutional projects in Grand Rapids Township, including Spectrum Health facility at East Beltline and 4 Mile Road, Metro Health facility, YMCA Center of Grand Rapids, MVP Sports Club, Meijer Gardens, Catholic Secondary Schools athletic complex, and Universal Forest Products.
- Assistance with numerous planned unit developments, site condominiums, and subdivisions for residential developments.
- Preparation of extensive ordinance provisions for the large and unique Celadon mixed use development on Knapp Street.
- Training sessions for Zoning Board of Appeals.
- Revision of Township Master Plan.
- Major amendments of zoning ordinance, including all zone districts and many special provisions.

Election Law

- Preparation of documents and advice on all millage ballot proposals and renewals.

Utility Matters

- Revision of sewer ordinance to comply with City of Grand Rapids requirements.

Other General Matters

- Representation of Township in significant tax exemption case for Spectrum Health facility. Tax Tribunal representation in major valuation disputes, including Spartan Stores, Porter Hills, Heather Hills, Family Fare, 5/3 Bank, JP Morgan Chase, Mercy Health, and many other commercial properties.
- Formation of corridor improvement authority between Grand Rapids Charter and Plainfield Townships.

Synopsis of Billings. Total billings and hours for the last three years for Grand Rapids Charter Township are as follows:

Year	Amount Billed	Hours
2018	\$163,008	466
2019	\$108,415	303.1
2020	\$154,936	429.35

Note that a healthy proportion of the fees to our Township clients are charged back against developers under “escrow” arrangements. (As a side note, Mika Meyers represented Cannon Township in *Cornerstone*

Investments, Inc. v Cannon Township, resulting in a Michigan Supreme Court decision which upheld the right of townships to charge back legal, engineering and planning review fees to developers.)

Section 4.3 Attorney Identification

The three firm attorneys who will serve the Township as General Counsel, Bond Counsel and Prosecutor are the following:

- General Counsel: Ronald Redick
- Bond Counsel: Mark Nettleton
- Prosecution Services: Bradley Fowler

Each of the attorneys listed above possess a Juris Doctorate Degree and have graduated from a law school accredited by the American Bar Association. They are also in good standing with the Michigan State Bar Association. Mr. Nettleton and Mr. Fowler reside Kent County, while Mr. Redick resides in Ottawa County. Each of them works out of our Grand Rapids office.

Additional information about each attorney, as required by the Township RFP, is provided below, in Section 4.4.

Section 4.4 Assigned Attorneys

A. General Counsel – Ronald M. Redick (P61122)

Ronald Redick will be the designated Township attorney. His resume is included at **Tab F**. He has 21 years of experience representing townships and other local governments, authorities, and colleges. He is a 2000 graduate of the Thomas M. Cooley law School, *summa cum laude*, and has been a member in good standing of the State Bar of Michigan since 2000. Ronald served on the Grand Haven Charter Township Planning Commission for 14 years, including 12 years as Chairperson. He has served as a Trustee for Grand Haven Township for the past seven years, and is also Chair of the Township’s Parks & Recreation Committee. He also serves as a trustee on the Northwest Ottawa Recreation Authority (“NORA”) Board. Ronald is a member of the Government Law Section of the State Bar. In addition, Ronald has been selected for inclusion in *Grand Rapids Magazine’s* 2019 and 2020 lists of Top Lawyers for Municipal Law.

The following are examples of Mr. Redick’s recent work reflecting the scope of services in the previous three years:

- Serves as General Counsel for two townships in Ottawa County, one township in Kent County, and three Townships in Wexford County, and also as Zoning Counsel for Mason County.
- Review and advise on zoning and land use approvals for various residential, commercial, and industrial projects for all of the firm’s Ottawa County, Kent County and Wexford County township clients.
- Advise on the full spectrum of unique issues that have recently arisen for municipalities, in connection with the COVID-19 pandemic and related orders issued by the Governor and state agencies, including compliance with the Open Meetings Act during virtual meetings.
- Mr. Redick has served as lead or co-counsel in a number of important municipal lawsuits that have established beneficial, published appellate authority for matters closely affecting townships, including the following:

- *DeRuiter v Byron Twp*, 505 Mich 130 (2020). Establishing that municipalities have the authority to adopt zoning regulations for marijuana caregivers, and that such regulations are not preempted by the Michigan Medical Marijuana Act.
 - *Clam Lake Twp v Dep't of Licensing & Regulatory Affairs*, 500 Mich 362; 902 NW2d 293 (2017). Establishing that the State Boundary Commission does not have the authority to review or determine the validity of Act 425 Conditional Transfer Agreements entered by adjacent townships.
 - *Hess v Cannon Township et al*, 265 Mich App 582 (2005). Establishing that adjacent townships may pool their financial resources to defend against zoning lawsuits over matters of joint concern, such as manufactured housing communities on their shared borders.
 - *Landon Holdings Inc v Grattan Township*, 257 Mich App 154 (2003). Establishing that municipalities do not necessarily have to zone specific land for manufactured housing communities, in order to not be deemed exclusionary to this land use.
- Regular attendance at board, planning commission and/or zoning board of appeals meetings for various township clients.
 - Preparation of approving or denying resolutions/ordinance for all types of land use applications, including rezonings, special land uses, planned unit developments.
 - Preparation of and advice on millage ballot proposals and renewals, including for road improvement, township hall improvements, nonmotorized trails, fire services, library services, and senior services.
 - Drafting of zoning and general ordinances, and amendments.
 - Preparation of Bylaws and Rules of Procedure for Planning Commission and Zoning Board of Appeals.
 - Preparing inter-local agreements for matters pertaining to utilities, conditional transfers of territory, and other matters.
 - Advising a DDA on matters pertaining to development of sanitary sewer and public water infrastructure.
 - Advising on a full spectrum of legal issues involved with regulation, approval and ongoing sound monitoring of utility-scale wind energy systems.
 - Supervising all legal work in connection with the design, construction, and financing of nonmotorized trails, and related property/easement acquisition.
 - Advising on responses to FOIA requests.
 - Successfully defending against claims for alleged violations of the Open Meetings Act.
 - Drafting of FOIA policies reflect changes in law.
 - Preparation of notices of hearing, notices of adoption and summaries of ordinances.
 - Regular advice regarding conflict of interest, incompatible office, and contracts of public servants with public bodies for municipal clients.

- Appearances before administrative agencies, including the Manufactured Housing Commission and divisions of the Department of Environment, Great Lakes & Energy.

B. Bond Counsel – Mark E. Nettleton (P53633)

Mark will be designated bond counsel for the Township. His resume is included at **Tab F**. He has 26 years of experience representing townships and other local governments and authorities. Mark is a 1995 graduate of the University of Detroit Mercy School of Law, and has been a member in good standing of the State Bar of Michigan since then. He is the past chair of the State Bar's Public Corporation Law Section (now the Government Law Section). Mark is also a member of the Michigan Association of Municipal Attorneys and the National Association of Bond Lawyers.

Mark has served as bond counsel for the Firm's municipal clients on a wide range of municipal financings including, but not limited to, unlimited tax general obligation bonds, general obligation bonds, special assessment bonds, installment purchase agreement financings, bond anticipation notes, and lease-purchase financings. These financings have been as small as a \$19,000 installment purchase agreement for a dump truck purchase and as large as a multi-million, multi-jurisdictional sanitary sewer project financing.

Mark serves as special legal counsel and provides expertise for municipal clients throughout the State of Michigan on the formation, operation, and winding up of tax increment finance authorities, such as downtown development authorities, corridor improvement authorities, brownfield redevelopment authorities, local development finance authorities, and tax increment finance authorities. He established the first joint corridor improvement authorities in the State, including joint-CIAs for Byron and Gaines Townships and Grand Rapids and Plainfield Townships.

Mark assists municipal clients in the full range of public finance matters including millage ballot proposals, special assessments, financial policies and procedures, intergovernmental agreements, public utilities operations, management and improvement, and establishment of public authorities for public purposes.

C. Prosecution Services – Bradley A. Fowler (P74499)

Brad Fowler will be the primary attorney performing ordinance prosecution services for the Township. His resume is also included at **Tab F**. Brad is a 2010 graduate of the University of Detroit Mercy School of Law and has been a member in good standing with the State Bar of Michigan since then. Brad has 8 years of experience representing townships and other local governments and authorities. Prior to entering private practice, Brad served as an Assistant Attorney General for the State of Michigan and clerked for Judge James R. Redford in the 17th Circuit Court in Kent County. He is a member of the Michigan Association of Municipal Attorneys and a past Trustee of the Grand Rapids Bar Association. In addition, Brad has been selected for inclusion in Michigan Super Lawyers list of Rising Stars each year since 2018, and in 2020 he was selected for inclusion in *Grand Rapids Magazine's* list of Top Lawyers in the areas of Municipal Law and Land Use/Zoning.

Brad has been involved in hundreds of court proceedings for prosecution and enforcement of city, township and other local ordinances. These include civil infraction formal hearing proceedings, and also criminal prosecutions. Examples of recent District Court enforcement actions Brad handled include prosecutions for junk ordinance violations (Oakfield and Dalton Townships, Village of Vermontville), illegal buildings/structures (Crockery Township), blight ordinance violations (Selma Township), International Property Maintenance Code/demolition (Ravenna and Clam Lake Townships), burn ordinance violations (Solon Township) and zoning violations (Dalton, Oakfield and Clam Lake Townships).

Other recent municipal litigation matters handled by Brad include matters relating to the Michigan Taxation and Regulation of Marihuana Act and State Election Law (Village of Paw Paw), proceedings against drain commissioners (Empire Township and the City of Allegan), and trespass/real estate disputes (Selma Township). In addition, prior to joining Mika Meyers Brad performed criminal prosecution services for the Cities of East Grand Rapids and Kentwood and Georgetown Township.

D. Other Assigned Attorneys. Mika Meyers would utilize certain other attorneys who specialize in certain matters not within the scope of work identified above, including the following:

1. Joshua Beard (P73388) – Tax Tribunal Proceedings. Joshua Beard has 12 years of experience and is a graduate of the University of Michigan Law School. Over the last decade or more, he has worked on countless property tax appeals involving complex valuation, exemption, uncapping issues. His experience includes a wide variety of property types (e.g., commercial buildings, industrial buildings, big box stores, golf courses, power plants, resorts, gas stations). The vast majority of full Tribunal cases have been resolved without a hearing, either through settlement or summary disposition on legal issues. Joshua is also experienced in special assessment litigation and tax increment financing. He co-authored an amicus brief in the Michigan Supreme Court on behalf of the Michigan Assessor’s Association, International Association of Assessing Officers and the Michigan Association of Equalization Directors, concerning highest and best use in big box valuation, and has successfully litigated valuation issues through the Michigan Court of Appeals. Joshua is a member of the State and Local Taxation Committee of the Taxation Section of the Michigan State Bar and has presented on a variety of property tax issues at the Michigan Townships Association annual conference.

2. Scott Dwyer (P33131) – Employment Relations, Labor Organizations and Collective Bargaining. Scott is a 1981 graduate of Vanderbilt University School of Law and has been a member of good standing in the State Bar of Michigan since that time. Scott specializes in advising public and private sector employers on employee relations and rights, including labor relations, wage and hour laws, employment policies and agreements, investigations and employee discipline, and MIOSHA/OSHA citations.

3. William Horn (P33855) – Environmental Law and Condemnation. Bill is a 1981 graduate of the University of Wisconsin and a member of the State Bar of Michigan since 1982. Bill regularly handles condemnation matters for utilities and commissions and handles the firm’s municipal condemnation. Bill is also an expert in environmental law.

E. Responsiveness and Availability. The designated Township attorney and all Township attorneys are readily available. The firm furnishes all attorneys with iPhones which enables them to immediately receive e-mails that are sent to the attorney’s firm e-mail account, as well as text messages. Phone messages left on each attorney’s office phone can be retrieved on their iPhones or through digital recording files that are automatically directed to each attorney’s individual e-mail account.

The designated Township attorney, Ronald Redick, does not have standing conflicts with the regular meeting dates for the Cascade Township Board, on the 2nd and 4th Wednesdays of each month. Mr. Redick’s practice does not involve typically lengthy trials or extended travel. In general, he would be available for urgent meetings within less than an hour, and likely within a half-hour or less, for emergency purposes.

Also, as a result of the recent COVID-19 pandemic and related prohibition on in-person gatherings, all of our attorneys are experienced and well-versed in using remote meeting platforms to conduct virtual meetings, including Zoom, GoToMeeting, and Microsoft Teams, amongst others. We can quickly communicate with Township officials, boards and commissions using these technologies, whenever needed or required.

Section 4.5 Facilities

A. Office. Mika Meyers occupies a portion of the first and second floors of the Boardwalk Building, which is the restored Berkey & Gay furniture factory on North Monroe Avenue. Free indoor parking is available for clients within a few feet of our lobby. We have five conference rooms, with seating for up to 25 people.

B. Management and Staff. The firm is managed by a three-attorney management committee, and important matters are discussed and decided by a vote of the members. We have a full-time operations

manager who is assisted by directors of human resources and accounting services. The firm has on staff a full-time information technology employee who ensures that the firm's computer system, accounting system, document management system, telephones and remote devices are state of the art and fully operational at all times.

The firm has a three-member accounting department. Statements can be presented in a variety of formats, to suit the client's preferences.

Secretarial support is furnished by a municipal "pod," which is a group of secretaries who concentrate in municipal work and assist the municipal attorneys. This allows for backup by experienced municipal secretaries in case of absence, and for adjustment of workloads.

C. Library. Mika Meyers has a library with more than 10,000 volumes. For municipal law, the collection includes Attorney General opinions, *McQuillan's Municipal Corporations*, treatises on zoning, labor law, eminent domain, and collections of materials on Michigan municipal law, including Michigan Townships Association publications. We also have the most recent versions of the Michigan Building Codes. The firm has access to Lexis which allows state and nationwide searches for reported and unreported court decisions. In addition, Lexis provides access to resources on numerous specialized topics including regulation of adult business, general municipal law, eminent domain, zoning treatises and many other resources.

Mika Meyers subscribes to several services and publications which keep our municipal attorneys up to date on current developments in the law. These include *Michigan Lawyers Weekly*, *Michigan Planning and Zoning News*, publications of the Public Corporation Law Section and Michigan Townships Association magazine (*Township Focus*) and weekly updates on legislative matters. Our attorneys also stay up to date through attendance at and, more importantly, presenting seminars on municipal subjects.

Section 4.6 Authorized Negotiations

Ronald Redick, the Chair of the firm's Municipal Law Practice group, is authorized to negotiate any proposed contract with the Township.

Section 4.7 References

Cascade Township may contact any municipality, company or individual for information that will assist the Township in evaluating this proposal. The following are offered as professional references, who have worked closely with Ronald Redick, the proposed designated Township attorney:

Leon Stille, Supervisor (616) 260-6946¹
Kathy Buchanan, Clerk (616) 837-6868
Crockery Township

Stephen L. Grimm, Supervisor
Cannon Township
(616) 874-6966

Connie Langeland, Clerk
Polkton Charter Township
(616) 837-6876

Steve Kitler, Supervisor
Clam Lake Township
(231) 775-5401

Section 4.8 Conflicts of Interest

Because of Mika Meyers' broad municipal practice, we make efforts to avoid conflicts of interest before they arise. In the past three years, there has not been a single instance where we had to decline or withdraw from representation of a municipal client because of a conflict. There were several instances,

¹ Mr. Stille left Township office in November 2020, but worked with Mr. Redick for many years before then. He may be contacted at his personal cell phone, which is provided.

however, where the converse occurred – where we declined to represent an individual or business because their interests would have been adverse to a municipal client.

Mika Meyers does not have a significant land development practice, and those developers which it does represent are typically in townships outside the Grand Rapids area, or in cities. We are aware of and cautious of situations which can end up involving the governmental unit, such as disputes between neighboring property owners, condominium associations, private road disputes and similar matters.

If an adverse relationship (including litigation) may develop in the future between the township and one of our other clients, we will advise the township of the conflict consistent with the Michigan Rules of Professional Conduct applicable to attorneys, consult with the Township concerning the conflict, and ascertain whether the conflict may be waived by both parties. If the conflict is one which can be waived, it is our practice to represent the local government client, not the private client. If the conflict cannot be waived, we will not undertake the representation of either party.

Section 4.9 Cost Proposal

Our fees are charged on an hourly basis for legal services rendered. We do not require any monthly or annual retainer. Accordingly, the Township is charged only when services are rendered. For Cascade Township, we propose fees for services as follows:

- General counsel services: \$235 per hour
- Bond counsel services: \$250 per hour. (Typically, however, fees in this category are quoted and charged on a flat or not to exceed basis for a particular project, considering its size and complexity, and are paid out of project costs.)
- District Court prosecution services: \$215 per hour

The firm may utilize the services of associate attorneys with six or less years of experience if most efficient for the client. These services are billed at \$170 to \$210 per hour. In addition, as appropriate, the firm may use paralegals for services that need not be performed by lawyers. Paralegal services are billed at 160 per hour.

Mika Meyers does not charge for secretarial service. The firm charges for postage, special delivery services and filing fees. These are billed monthly in an itemized manner. The firm does not “mark-up” any of its expenses.

Section 4.10 Additional Information

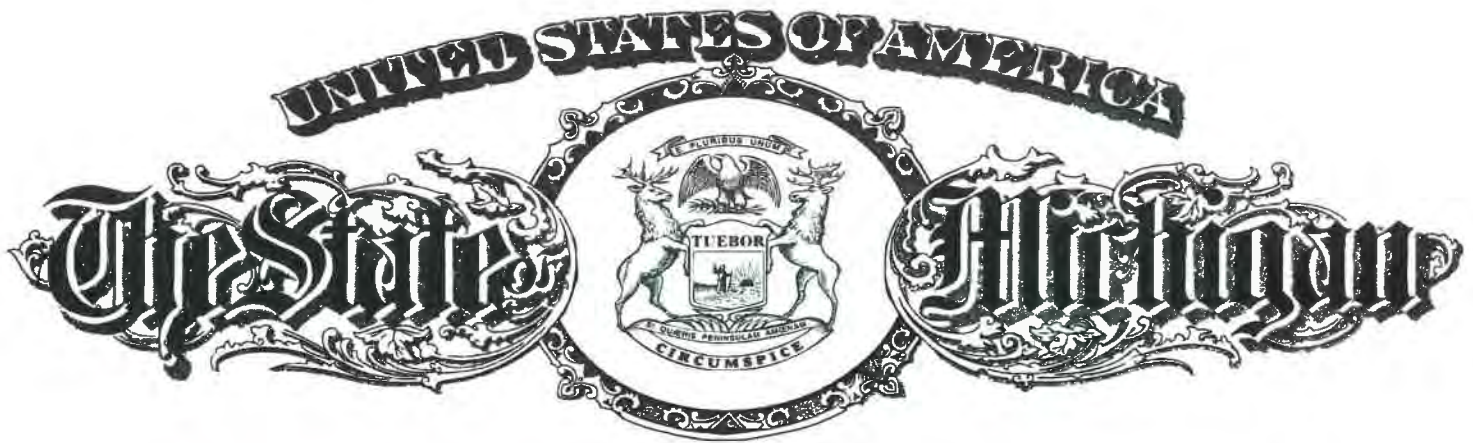
Mika Meyers continuously maintains professional liability insurance, as well as other applicable insurances, as required by Section 1.2D of the Township’s RFP. The firm maintains its professional liability insurance with Argonaut Insurance Company, covering errors and omissions, improper judgments and negligence. The insurance limits are \$5,000,000 aggregate/\$5,000,000 per claim. We can provide the Township with acceptable proof of the types and amounts of insurance upon request, and agree to provide that such insurance shall not be cancelled or materially changed without 30 days prior notice of such cancellation or change to be provided to the Township.

Acceptance of Proposal

This proposal will remain open for acceptance by the Township Board until June 7, 2021, and may be extended by request.



Ronald M. Redick,
Chair, Municipal Law Practice Group



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

MIKA, MEYERS, BECKETT & JONES, PLC

was validly authorized on October 3, 1994, as a Michigan DOMESTIC PROFESSIONAL LIMITED LIABILITY COMPANY, and said limited liability company is validly in existence under the laws of this state and has satisfied its annual filing obligations.

This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is in good standing in Michigan as of this date.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



Sent by electronic transmission

Certificate Number: 21030764603

In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 29th day of March, 2021.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

History of the Firm

Mike Meyers Beckett & Jones traces its roots back to 1930, when Clare Hall opened his law office in the Michigan National Bank Building. Mr. Hall was a long time friend of the founder of Grand Rapids Gas Light Company, and performed the legal work for the gas company. Mr. Hall was involved in the effort that brought natural gas to Grand Rapids. As his work grew, Mr. Hall hired new associates to assist him. In 1944, the Grand Rapids Gas Light Company was purchased by Michigan Consolidated Gas Company. MichCon retained the law firm for their legal work, something which continues through today. The energy work continued to grow, and more attorneys were hired. Ernie Mike was hired in 1950. Veryl Meyers was hired in 1951. Jim Beckett and John Jones were hired in 1963.

The firm's name changed a few times during all these additions, until finally in 1970 it became known as Mike Meyers Beckett & Jones. We count among our alumni: Judges: A. Dale Stoppels, Roman Snow, Wendell Miles, Donald Passenger and Kathleen Feeney. The firm's office locations reflect the history and growth of Grand Rapids. From its original office in the Michigan National Bank Building, we moved to the historic Waters Building, then to the historic Frey Building, then to the historic Union Bank Building (now known as Chase Bank Building), and most recently to our current location in the historic Berkey & Gay Building. The firm has evolved to 40 plus attorneys, and has expanded its practice areas to become a full service firm.

Mika Meyers^{nc}

Attorneys at Law

www.mikameyers.com

Grand Rapids Office

(616) 632-8000
900 Monroe Avenue NW
Grand Rapids, Michigan 49503

Manistee Office

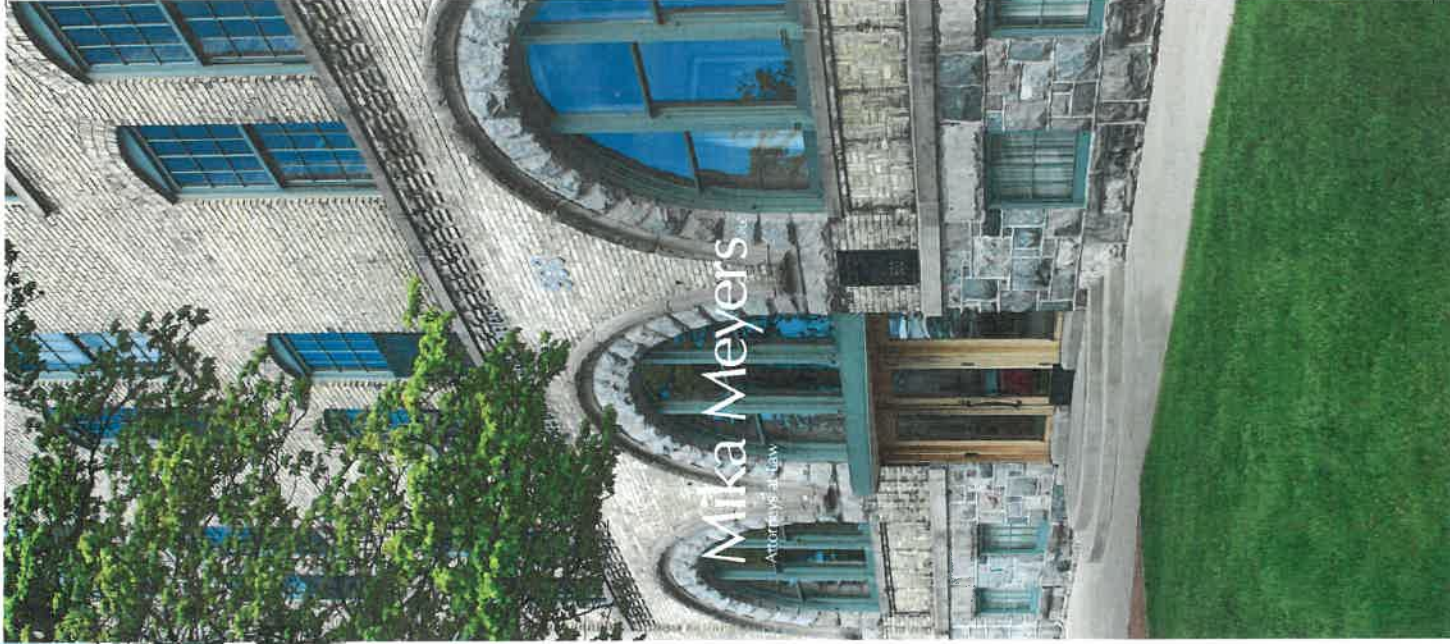
(231) 723-8333
414 Water St.
Manistee, MI 49660

Caledonia Office

(616) 891-0000
9021 N. Rodgers Ct., S.E., Suite C
Caledonia, Michigan 49316

Rockford Office

(616) 866-5900
26 N. Main St., Suite 9
Rockford, MI 49341





Focused Representation for a Broad Range of Issues

At Mika Meyers, we have over the years refined the organization and capabilities of our Grand Rapids law firm to serve our clients' legal needs. Each of our attorneys has been recruited and developed to provide focused counsel in a specific area of law.

By having lawyers with diverse backgrounds and specific legal concentrations, our firm is ready to satisfy virtually any combination of client requirements with the most powerful and effective representation possible. By avoiding duplication of effort, we provide efficient service that can result in substantial savings for our clients. Whether you need assistance with a personal injury claim following a car accident, or are involved in a corporate merger, we will have the right team for you.

Practice Areas

- Alternative Dispute Resolution
- Automobile Accidents
- Aviation
- Business & Commercial
- Bankruptcy & Creditor Rights
- Civil Litigation
- Colleges & Universities
- Commercial Lending
- Criminal Law
- Custody
- Divorce
- Employee Benefits
- Energy & Natural Resources
- Entity Formation
- Environmental
- Family Law
- Health Care
- Immigration
- Labor & Employment
- Mergers & Acquisitions
- Municipal
- Personal Injury & Wrongful Death
- Public Finance
- Public Schools
- Real Estate
- Securities
- Tax
- Technology & Intellectual Property Law
- Trusts & Estates

Our Legal Team

The cornerstone of our successful practice is our diverse team of talented, knowledgeable, and experienced attorneys.

More than half of our attorneys have been selected as Best Lawyers of America and earned a Martindale-Hubbell rating of AV - "very high to preeminent" (as has the firm itself). The Martindale-Hubbell rating system evaluates attorneys and law firms in the U.S. and Canada based on peer review. Ratings attest to a lawyer's legal ability and professional ethics; they reflect the confidential opinions of members of the Bar and Judiciary.



Mika Meyers^{PLC}

Attorneys at Law



LOCAL GOVERNMENT

Our firm has served municipalities, school districts and other public bodies for more than 50 years. Our clients include townships, villages, cities, counties, drainage districts, public authorities, libraries, courts, public school districts, charter school academies, colleges and universities, public utilities and public and semi-public corporations.

Our Local Government Law Practice Group reviews current matters of interest to local governments and schools, including new legislation, court decisions and administrative rulings. We publish a Local Government Law Bulletin which is distributed as a courtesy to clients and others six times each year. Our lawyers are available to speak at seminars on a wide range of issues of concern to municipal clients.

Our local government services include the following:

General Municipal Services

- Ordinances, resolutions and charters
- Duties of public officers
- Agreements and franchises
- Annexation and boundaries
- Federal and state grants
- Freedom of Information Act
- Open Meetings Act
- Elections and referendums

- Purchase and sale of land
- Licensing and regulation
- Fire and police protection
- Legislation
- Right to Farm Act
- Riparian issues
- Franchises

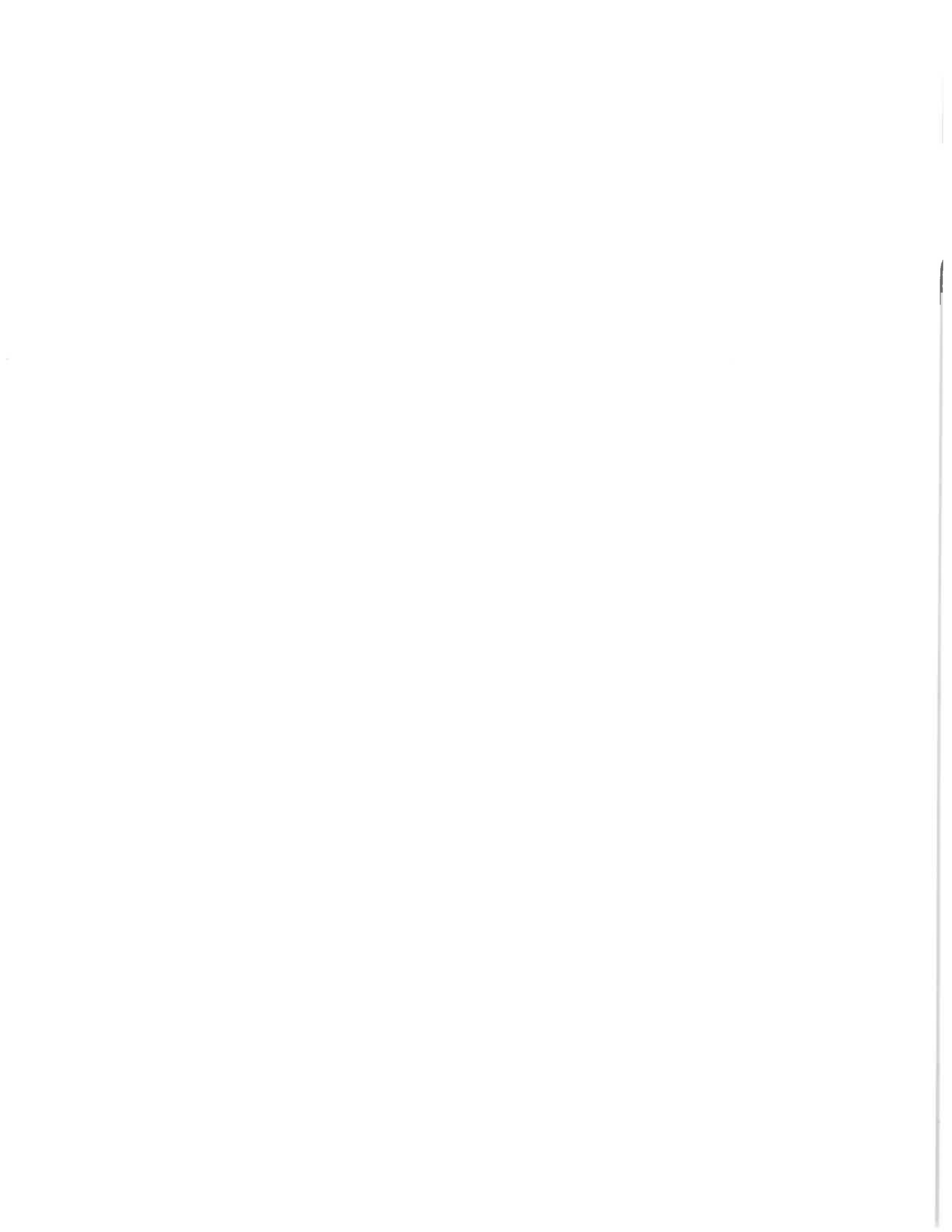
Property Taxation

- Administration and collection
- Tax Tribunal appeals
- Tax abatements and incentives
- Special assessments
- Payments in lieu of taxes
- Tax allocation matters
- Special millage levies and rollbacks

Zoning & Land Use Planning

- Preparation and review of zoning ordinances
- Review of PUDS, special land uses, and site condominiums
- Mineral removal regulations
- Public hearings and notices
- Master plans
- Land division/subdivision issues
- Appeals

See back for more information.



Client Name

Algoma, Township of
61st District Court
Ada, Township of
Alpena County
Baldwin Downtown Development
Barry County Road Commission
Barry, County of
Battle Creek, City of
Bear Creek Township
Big Rapids, Charter Township of
Birch Run, Village of
Blendon, Township of
Bloomingdale, Village of
Boston, Township of
Byron, Township of
Byron, Township of
Caledonia, Charter Township of
Caledonia, Village of
Camden-Somers Fire District
Campbell, Township of
Cannon, Township of
Cascade Charter Township
Casnovia, Village of
Cedar Creek, Township of
Cherry Grove, Township of
Chippewa Township
City of Belding
Clam Lake, Township of
Clare County Road Commission
Clarksville-Morrison Lake Sewer Authority
Colfax, Township of
Coloma, Charter Township of
Colon, Village of
Comins, Township of
Community District Library
Coopersville, City of
Coopersville-Polkton Joint Building Authority
Courtland, Township of
Crockery, Township of
Dalton, Township of
Dickson Township

Client Name

District Health Department #4
Douglass, Township of
Eaton Rapids, City of
Eckford, Township of
Ellsworth, Township of
Fife Lake Township
Filer, Township of
Gaines, Charter Township of
Georgetown, Township of
Goodwell, Township of
Grand Rapids, Charter Township of
Grand Rapids, City of
Grand Traverse County
Grand Traverse County Board of Public Works
Grattan, Township of
Green, Charter Township of
Greenville, City of
Harbor Transit Modal
Haring, The Charter Township of
Hart, City of
Iron Mountain, City of
Jamestown, Charter Township of
Johnstown, Township of
Kalamazoo Lake Sewer and Water
Kaleva, Village of
Kent City, Village of
Kent County Road Commission
Kingsford, City of
Kinross, Charter Township of
Lake Mitchell Sewer Authority
Lakes Area Sewer Authority
Leslie, City of
Little Traverse Township
Ludington, City of
Luther, Village of
Manistee Blacker Airport Authority
Manistee City Prosecuting Attorney
Manistee County 911/Central Dispatch
Manistee County Planning Department
Manistee Downtown
Manistee, City of
94940 1 }

Client Name

Manistee, City of Housing Commission
Manistee, Township of
Marquette County Transit Authority
Mason County Road Commission
Mason, County of
Mecosta, Township of
Middleville, Village of
Missaukee, County of
Moorland, Township of
Nelson, Township of
Newkirk, Township of
North Kent Sewer Authority
Oakfield, Township of
Oceana County
Onkama, Village of
Ontwa, Township of
Oronoko, Township of
Oscoda, Township of
Oshtemo, Charter Township of
Otsego, Township of
Ottawa County
Parma Local Development
Paw Paw, Village of
Pentwater Township Library
Pentwater, Township of
Pentwater, Village of
Pierson, Township of
Pinconning, Township of
Plainfield, Charter Twp of
Polkton, Charter Township of
Ravenna, Township of
Ravenna, Village of
Ross, Township of
Sauble, Township of
Selma, Township of
Sister Lakes Area Utilities Authority
Solon, Township of
Southwest Barry County Sewer
Sparta Fire Department
Sparta, Village of
Spencer, Township of

Client Name

Springport, Village of
Springville, Township of
Summit Twp./Mason Co.
Tekonsha Township
Van Buren County Road Commission
Vermontville, Village of
Victory Township
Walkerville, Village of
Wexford County Road Commission
Wexford Joint Planning Commission
White Cloud/Sherman Utilities Authority
White Pigeon, Village of
Wyoming, City of



RONALD M. REDICK

Grand Rapids MI

Phone 616-632-8053
Fax 616-632-8053
Email rredick@mikameyers.com

Ronald M. Redick practices primarily in the areas of municipal, appellate and administrative law, with a focus on zoning litigation, land use and riparian rights litigation, and also general civil litigation. He has published articles on manufactured housing and exclusionary zoning, the Open Meetings Act and public universities, and has authored presentations for the Labor and Employment Section of the American Bar Association on the topic of due process and government employment. Ron speaks annually at seminars on Michigan land use and zoning laws, and has conducted additional seminars for planners and municipal officials on numerous municipal topics, including zoning, riparian rights, the Open Meetings Act, the Freedom of Information Act and recall elections. He is also the Trustee for the Grand Haven Charter Township, which is a new position he entered after serving 13 years as Chairperson of the Township Planning Committee. Ron is a graduate of the University of Michigan, with class honors, and Thomas M. Cooley Law School, *summa cum laude*. He entered the practice of law after working 10 years as a project manager at an engineering and environmental consulting firm. Ron is an avid outdoorsman who enjoys fly-fishing, hunting and camping in Northern Michigan. He is a lifelong resident of the lakeshore community of Grand Haven, and enjoys spending time with his family, taking advantage of the many recreational opportunities West Michigan has to offer.

AREAS OF PRACTICE

Municipal Law
Appellate Practice (Civil)
Land Use & Zoning
Riparian Rights
Ordinance Enforcement
Administrative Law
Real Property Law
Adverse Possession and Prescriptive Easements
Freedom of Information Act
Open Meetings Act
Right to Farm Act
Medical Marijuana
Annexation

BAR ADMISSIONS

Michigan, 2000

HONORS AND AWARDS

Selected for inclusion in *Grand Rapids Magazine's* 2019 Top Lawyers

Michigan Lawyers Weekly Up and Coming Lawyer 2009

EDUCATION

Thomas M. Cooley Law School
Lansing, Michigan
Juris Doctorate
Honors: *Summa Cum Laude*

University of Michigan
Bachelor's of Science
Honors: With Class Honors



MARK E. NETTLETON

Grand Rapids MI

Phone 616-632-8048

Fax 616-632-8048

Email mnettleton@mikameyers.com

Mark E. Nettleton practices in the areas of public finance, municipal law, land use and zoning law, and real estate. In his law practice experience, Mark has assisted Michigan counties, cities, villages and townships with bond issues and financing transactions, ordinance and utility franchise issues, intergovernmental agreements, special assessment proceedings, drain proceedings, assessments and financings, and annexation matters.

His practice also includes counseling public authorities such as downtown development authorities, local development finance authorities and corridor improvement authorities on the establishment of such authorities, preparation and adoption of development and tax increment financing plans, and the financing of development area improvements and services using tax increment revenues.

Mark is the 2013 recipient of the "Distinguished Municipal Attorney Award," and was nominated by clients and selected by fellow legal practitioners from across the state for his professional accomplishment in the representation of cities and villages.

He has been admitted to practice law in both Michigan and Illinois, and is a graduate of Fordham University (1992) and the University of Detroit Mercy School of Law (1995). Mark is a member of the Illinois Bar Association, the State Bar of Michigan, the Government Law Section of the State Bar of Michigan, the National Association of Bond Lawyers and the Grand Rapids Bar Association. He serves on the Board of Directors of the Government Law Section of the State Bar of Michigan and is a past chair of that section. Mark also serves on the Board of Directors for Arbor Circle.

AREAS OF PRACTICE

Municipal Contracts
Municipal Finance
Local Government Proceedings
Special Assessment Proceedings
Elections and Ballot Proposals
Public Authorities
Zoning
Land Use
Planning
Public Infrastructure

PRACTICE CHAIR

Municipal

BAR ADMISSIONS

Michigan, 1995

Illinois

HONORS AND AWARDS

Recipient of the Michigan Association of Municipal Attorneys' Distinguished Attorney Award

EDUCATION

University of Detroit Mercy
School of Law
Detroit, Michigan, 1995
Juris Doctorate

Fordham University
New York, New York, May, 1992
Bachelor of Arts
Major: Economics
Major: Political Science



BRADLEY A. FOWLER

Grand Rapids MI

Phone 616-632-8086
Fax 616-632-8086
Email bfowler@mikameyers.com

Bradley A. Fowler focuses his practice on municipal law, civil litigation, real estate, and zoning/land use issues. Brad has a wide range of experience in representing large corporations, small businesses, local governments, and individuals in commercial, real estate, construction, contract, and employment related disputes in both Federal and State Courts. He also counsels local governments on a number of municipal matters including governance issues, planning and community development, Constitutional law, elections, and ordinance drafting and enforcement.

In addition to his legal practice, Brad is actively involved in the community. He serves on the board of directors for Catholic Charities West Michigan, the executive board of the West Michigan Federalist Society, and formerly served on the board of trustees of the Grand Rapids Bar Association. Prior to joining Mika Meyers, Brad clerked for Judge James R. Redford on the 17th Circuit Court and served as an Assistant Attorney General for the State of Michigan. Brad holds a bachelor's degree in International Relations from Michigan State University's James Madison College (2007) and received his law degree from the University of Detroit Mercy School of Law (2010).

AREAS OF PRACTICE

Civil Litigation
Municipal Law
Zoning and Land Use Planning
Ordinance Review, Drafting and Enforcement
Contract Disputes
Landlord Tenant Disputes
Real Estate Transactions
Condominium and Homeowner Association Matters

BAR ADMISSIONS

Michigan, 2010
U.S. District Court Western District of Michigan

HONORS AND AWARDS

Michigan Super Lawyers Rising Star 2018 and 2019 and 2020
Selected for inclusion in *Grand Rapids Magazine's* 2020 Top Lawyers
Grand Rapids Bar Association 2018 "3-in-10" Award
Michigan Lawyers Weekly Up and Coming Lawyer 2016
Moot Court Board of Advocates Member of the Year Award, 2010
Eagle Scout



JOSHUA D. BEARD

Grand Rapids MI

Phone 616-632-8043
Fax 616-632-8043
Email jbeard@mikameyers.com

Joshua D. Beard specializes in energy and aviation transactions, local taxation and civil litigation. In the oil and gas industry, he has provided assistance to majors and independents on a variety of transactional and litigation matters, ranging from exploration and subsurface storage to condemnation and environmental compliance and remediation. In the aviation industry, he has represented both buyers and sellers in aircraft purchase and sale transactions, and advised on regulatory enforcement issues. Joshua routinely litigates energy and property tax matters, and handles general civil litigation matters for both the public and private sectors. He regularly appears in both state and federal courts and in the Michigan Tax Tribunal. Joshua currently serves on the firm's Management Committee. He is active in the community and he currently serves on the Board of Directors for Energy Education for Michigan and as Treasurer on the Legal Legislative Committee for the Michigan Oil and Gas Association. Joshua previously served as Past President on the Board of Directors for CDS Lakeshore Head Start. He received a bachelor of arts degree in history from Michigan State University, and a juris doctorate degree from the University of Michigan Law School.

AREAS OF PRACTICE

Civil Litigation
Aviation Law
Drone Law
Property Tax Litigation
Appellate Practice (Civil)
Municipal Law
Energy and Oil and Gas Law
Eminent Domain
Environmental Law

BAR ADMISSIONS

Michigan, 2009
U.S. District Court for the
Western District of Michigan
U.S. Court of Appeals for the
Sixth Circuit

HONORS AND AWARDS

Selected for inclusion in *Grand Rapids Magazine's* 2019 Top Lawyers

EDUCATION

University of Michigan Law School
Ann Arbor, Michigan
Juris Doctorate

Michigan State University
East Lansing, Michigan
Bachelor of Arts



SCOTT E. DWYER

Grand Rapids MI

Phone 616-632-8033
Fax 616-632-8002
Email sdwyer@mikameyers.com

Scott E. Dwyer has extensive experience in the areas of labor, employment and wrongful discharge law, business litigation, shareholder disputes, noncompete agreements and unfair competition and trade secret litigation and employee misconduct investigations, including fraud and fraud litigation. He is a member of the Grand Rapids and American Bar Associations and the State Bar of Michigan. Scott has several reported cases, including: *NLRB v Beacon Light Nursing Home*, 825 F2d 1076 (6th Cir 1987); *Great Lakes Sales Inc v State Tax Commission*, 194 Mich App 271 (1992); *Ferris State University, Board of Trustees v Ferris Faculty Association*, MEA/NEA, 11 MPER 29050 (1998); *Michael H Poole v Ferris State University*, 1997 Mich App LEXIS 651; *Horace Thomas Ludwig v Board of Trustees of Ferris State University*, 123 F3d 404; *Sally Bell-Mathias v ANR Pipeline Company*, 2003 WL 21871886 (Mich App); and *J.J.B. Hillard, W. L. Lyons, Inc. v Kevin Clark, et al.*, 2007 Case No. 1:07-cv-811. He graduated from Hope College, magna cum laude, with his bachelor's degree Phi Beta Kappa and received his law degree from Vanderbilt University School of Law.

AREAS OF PRACTICE

Labor and Employment
Colleges and Universities Law
Business Litigation

PRACTICE CHAIR

Civil Litigation
Colleges and Universities
Labor and Employment
Public Schools

BAR ADMISSIONS

Michigan, 1981
U.S. District Court Western
District of Michigan
U.S. Court of Appeals 6th Circuit

HONORS AND AWARDS

Listed in Michigan Super Lawyers and
Best Lawyers of America

EDUCATION

Vanderbilt University School of Law
Nashville, Tennessee

Hope College
Holland, Michigan
Honors: Magna Cum Laude
Honors: Phi Beta Kappa



WILLIAM A. HORN

Grand Rapids MI

Phone 616-632-8016
Fax 616-632-8016
Email whorn@mikameyers.com

William A. Horn specializes in environmental, oil and gas, eminent domain, water and riparian rights, land use and public utility law, as well as civil and administrative litigation, and has been representing and counseling private and public sector clients in these areas since 1982. In addition to having served as an adjunct professor for a law school course on environmental law, Bill has spoken at seminars sponsored by the Institute for Continuing Legal Education, Grand Rapids Bar Association, Michigan Oil & Gas Association, International Right-of-Way Association, Society of Professional Engineers and Michigan Townships Association, and has written articles for local, state and national publications. He received his bachelor's degree with honors from the University of Wisconsin and graduated *cum laude* from the University of Wisconsin Law School.

AREAS OF PRACTICE

Environmental Law
Energy and Oil & Gas Law
Water & Riparian Rights
Local Government Law
Public Utility Law
Civil/Administrative Litigation
Land Use Litigation
Eminent Domain
Property Tax Litigation
County Road Law

PRACTICE CHAIR

Environmental

BAR ADMISSIONS

Michigan, 1982
Wisconsin, 1981
U.S. District Court
Western District of Michigan, 1982

HONORS AND AWARDS

Listed in Best Lawyers in America

Named by Best Lawyers in America as
Grand Rapids' 2015 and 2019 Oil and Gas
Lawyer of the Year

EDUCATION

University of Wisconsin Law School
Madison, Wisconsin, 1981
Honors: *Cum Laude*

University of Wisconsin
Madison, Wisconsin, 1978
B.S., Bachelor of Science
Honors: With Honors

REQUEST FOR PROPOSALS

CASCADE CHARTER TOWNSHIP

BOND COUNSEL
APRIL 2021

MILLER
CANFIELD

April 8, 2021

Benjamin Swayze
Township Manager
Cascade Charter Township
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Re: RFP for Legal Services

» Dear Mr. Swayze:

We are pleased to submit our response to the Township's Request for Proposals to provide legal services. We are responding to the township's solicitation for **bond counsel** only. Through our extensive experience working with municipalities and other governmental units, we believe we are best qualified to serve as your bond counsel.

We stand apart from other firms because:

- We were ranked first in both Michigan and the Mideast region among bond counsel firms in the 2019 Municipal Markets Review by Refinitiv, with new long-term bond issues totaling more than \$5.4 billion. We have been recognized as the top Michigan bond counsel in these rankings nearly every year for more than 30 years.
- We are the only Michigan firm to receive national first-tier rankings for Public Finance Law in *U.S. News & World Report's* "Best Law Firms 2020."
- The team of attorneys assigned to the Township has nearly 30 years of experience working exclusively in the public finance and general public law fields. The breadth and depth of our public finance practice allows us to draw on our past experiences to provide the Township with the most efficient and effective service available. Through this background, we aim to provide more value than just counsel on any particular bond issue.

I look forward to serving as your primary contact for this proposal and am pleased to provide additional information pursuant to your request. If I can be of further assistance, please do not hesitate to contact me. Thank you for your consideration of our response.

Sincerely,



Steven D. Mann
Principal | Miller Canfield
mann@millercanfield.com | T 313.496.7509 | F 313.496.7500
150 W. Jefferson Ave., Suite 2500
Detroit, MI 48226



» RESPONSE TO PROPOSAL

4.1 BUSINESS ORGANIZATION

Miller Canfield is a professional limited liability company. We are governed by a Board of Managing Directors, comprised of five elected Managers, plus the Chief Executive Officer. Miller Canfield's CEO is Megan P. Norris, who assumed that role on February 26, 2021, and became the first woman to do so in the firm's history. The firm's COO is David A. Robson. The firm's Managing Directors are Danielle Mason Anderson, Tom Colis, Scott Eldridge, Amy Johnston and Mike Palizzi. Proof of license to operate in the State of Michigan is provided as Attachment A.

Our lead attorneys would serve Cascade Charter Township from our Detroit headquarters, located at 150 W. Jefferson Ave., Suite 2500, Detroit MI 48226. Also available to serve the Township would be attorneys in our Grand Rapids office, located at 99 Monroe Ave. NW, Suite 1200, Grand Rapids, MI 49503. Several of our Grand Rapids office residents live in Cascade Township.

4.2 APPLICABLE EXPERIENCE

Miller Canfield, a professional limited liability company, is Michigan's oldest law firm. We have been in business since 1852. We employ more than 220 lawyers and paralegals in 18 offices worldwide, including six locations in Michigan: Grand Rapids, Kalamazoo, Ann Arbor, Troy, Lansing, and Detroit. Miller Canfield has the largest dedicated municipal finance team in Michigan and is recognized as one of the leading municipal finance law firms in the United States. With over 20 attorneys exclusively practicing public finance law, Miller Canfield has more experience in representing governmental clients than any other law firm in Michigan.

Miller Canfield offers its governmental clients unsurpassed insight, judgment and performance in helping them achieve their goals. We have a long record of bringing creativity and innovation to municipal financings, one of our flagship practice areas for more than 100 years. The firm has opined on more bond issues than any other bond counsel firm in Michigan and has drafted most of the groundbreaking legislation in Michigan for the public finance area. Michigan's governmental entities look to Miller Canfield for legislative analysis and drafting, and to solve critical challenges with creative solutions that pass muster with both the IRS and the microscope of public scrutiny.

Miller Canfield has provided bond counsel services to hundreds of Michigan governmental units of every type, including townships, cities, villages, counties, drain commissioners on behalf of drainage districts, road commissions, authorities, libraries, school districts, universities and colleges, community colleges, DDAs, TIFAs, LDFAs, brownfield authorities and other public entities, including the State of Michigan itself. We literally "wrote the book" on municipal finance, having substantially authored or contributed to most of Michigan's significant bonding statutes. We have unparalleled experience providing sound legal advice on a host of innovative financing structures, while taking into account complex state law, federal tax law and securities law issues.

We strive to proactively anticipate the legal issues which will confront our clients. The major quality distinguishing a municipal bond issue from another type of financing is its tax treatment – the bonds' tax-



exempt status. The Internal Revenue Code provisions and regulations governing municipal bonds are among the most complex aspects of federal tax law. Put simply, it is easy for the unwary to find themselves in trouble. This is why Miller Canfield's unsurpassed tax law experience is invaluable. We are the only Michigan-based law firm with two full-time IRS Section 103 (tax-exempt bond) lawyers, and we have obtained private letter rulings for many municipal entities in connection with their bonds. We are in regular communication with officials at the U.S. Treasury Department concerning unclear or unresolved legal issues related to tax-exempt financing on behalf of our clients, and also have experience in evaluating and applying seldom used options under proposed tax regulations to assist our clients. Our entire team is available to work with the Township to optimize program structures that provide more favorable economic outcomes through tax-exempt financing.

Municipal bond issues very rarely present only "bond" questions of law. Much more frequently, bond issues present challenging legal questions in election law, environmental law, construction law and the like. Miller Canfield has experienced and expert practitioners in all of these fields, as well as others. That experience is also very much to the Township's advantage in structuring a financing.

Every law firm who responds to your Request for Proposals will assure you that they can evaluate legal issues, prepare documents and complete assignments in a timely manner. Miller Canfield similarly gives you that assurance. What sets us apart is we have a proven track record as the most experienced and largest public finance law firm in the state. In 2020, Miller Canfield bond attorneys opined on 219 bond issues totaling \$2.8 billion. As noted, we are the **only** Michigan firm to receive national first-tier rankings for Public Finance Law in *U.S. News & World Report's* "Best Law Firms 2020."

This high level of experience means you benefit in the following ways:

- **Preparing documents:** Having rendered opinions on such a large number of bond issues means that the Department of Treasury, MDEQ, Michigan Finance Authority, national rating agencies, bond insurers, and other market participants are familiar and comfortable with our documents. They are an industry standard.
- **Timeliness:** Our turnaround time on documents is very rapid, as demonstrated by our prior work on bond issues. We very frequently are able to get bond resolutions and documents out the same day that they are requested.
- **Staffing:** You have a right to demand that top people be assigned to work for you. We can make that commitment, as Cascade Township's work will be done by three extremely experienced attorneys. You therefore can rest assured of having an experienced senior professional handling your matters on a day-to-day basis.
- **Moreover,** one of Miller Canfield's great advantages is our "bench strength." Having a large number of public finance professionals on our team means that your question or need can be addressed immediately.



4.3 ATTORNEY IDENTIFICATION

Miller Canfield's Bond Counsel team for Cascade Township would include:

Attorney Name	Residence Address	Bar Number	Date of Law School Graduation	Law School	Date of Admission to State Bar of Michigan
Steven D. Mann	48925 Plum Tree Dr. Plymouth, MI 48170	P67785	2004	Thomas M. Cooley Law School	Dec. 8, 2004
Katrina P. Desmond	759 Hazelwood Birmingham, MI 48009	P75592	2011	University of Michigan Law School	Nov. 18, 2011
Sean C. Rucker	26812 E. Carnegie Park Dr. Southfield, MI 48034	P83222	2019	Wayne State University Law School	Jan. 9, 2019

4.4 ASSIGNED ATTORNEYS



Steven D. Mann specializes in the area of municipal finance, representing public agencies as bond counsel. Steve specializes in bond issuance and other finance matters for a great number of township, city, village, county, and drain commissioner clients across the State, including many located in the Upper Peninsula. His practice is in its sixteenth year and covers all facets of municipal finance, including infrastructure financing, tax increment financing, special assessments, economic development, and bond and debt restructuring. In the past three years, Steve has served as lead bond attorney opining on 143 individual bond issues totaling over \$316 million in par value.

He is also a frequent speaker on the topics of municipal finance, special assessments, and municipal governance for the Michigan Townships Association, the Michigan Association of Township Supervisor, the Michigan Municipal League, and other governmental organizations. Steve also serves on the Board of Directors for the Michigan Association of Municipal Attorneys (2016-present).

Steve is an adjunct professor at Western Michigan University Cooley Law School where he teaches the graduate-level course Public/Municipal Finance Law.

In addition to his legal experience, Mr. Mann also served three terms on the Charter Township of Plymouth Board of Trustees (Supervisor 2000-2004, Trustee 2004-2012).





Katrina P. Desmond is one of two attorneys responsible for Miller Canfield's federal tax analysis for all programs. Katrina has nearly 10 years of experience on a wide range of federal tax law matters, including the establishment of private activity and arbitrage rebate compliance systems, computation of arbitrage rebate liability, analyzing deal structures and responding to questions relating to project financings and refinancings (including multifamily and single family financings and refinancings) and to reissuance/conversion of outstanding tax-exempt obligations. She is also a certified public accountant.



Sean C. Rucker joined Miller Canfield's Public Finance Group as an associate in 2019, after previously serving as a summer associate at the firm. He is a graduate of Wayne State University Law School and previously interned with the General Motors Student Corps and the Detroit Police Department Board of Commissioners. He also worked as a law clerk for the Honorable Victoria A. Roberts in the United States District Court for the Eastern District of Michigan.

Full biographies of each attorney are provided in Attachment B.

4.5 FACILITIES

Our Firm is fully integrated across all of our offices, allowing us to perform the Township's work wherever and however it is most efficient. Our proposed lead attorneys are based in the firm's Detroit office, which houses 95 attorneys as well as the firm's IT and marketing departments and other support staff. We are also able to serve the Township from our downtown Grand Rapids office, including in-person meetings as needed.

4.6 AUTHORIZED NEGOTIATIONS

Steven Mann, Miller Canfield principal, is authorized to negotiate the proposed contract. He may be reached by phone at 313.496.7509.



4.7 REFERENCES

Howard Fink Manager, Park Township (616) 399-4520 hfink@parktownship.org 52 – 152nd Avenue Holland, MI 49424	Catherine Lawson Finance Director, City of Three Rivers (269) 273-1075 x 109 clawson@threeriversmi.org 333 West Michigan Ave. Three Rivers, MI 49093-2193
James Mallery Village Manager, Village of Vicksburg (269) 337-8123 jmallery@vicksburgmi.org 126 N. Kalamazoo Street Vicksburg, MI 49097-1205	James Koehn Supervisor, Charter Township of Adrian (517) 263-7920 jkoehn@adriantownship.com 2907 Tipton Highway Adrian, MI 49221-9218

4.8 CONFLICTS OF INTEREST

We do not expect that we would have a conflict in representing the Township (or a related or constituent unit of the Township) in the envisioned transactions. Our conflict screening process is computerized and analyzed daily. Whenever new representation in any area is undertaken, the potential for conflict with any of our existing clients is evaluated. If a conflict is found, the clients are contacted and appropriate consent is sought. If our clients do not consent to the representation, we decline to take on the new matter. In practice, this means that we frequently turn away work. However, it is a priority of the firm and its lawyers to adhere to the strictest ethical obligations. We therefore will not undertake representation of a client, either in the proposed bond representation or in any other context, where interests are directly adverse to the Township without the Township's prior consent.



4.9 COST PROPOSAL

For our work as bond counsel, we customarily bill a fixed fee based on the size of the transaction, scope of the project and the amount of time we anticipate spending on the project. Once the bond size, structure and timing have been determined, we would be able to provide you with a fee quote for the project. Our fees for bond counsel services would be payable at the closing of each bond issue for which our approving opinion is delivered.

Our fee scale for the Township for General Obligation Bonds would be as follows:

Base fee of \$7,500,

plus \$4.00 per thousand to \$6,000,000 face amount of bonds,

plus \$2.00 per thousand over \$6,000,000 to \$10,000,000.

For example, if the Township were to issue capital improvement bonds in an amount not to exceed \$5 million, based on that size and structure and the above fee scale, we would propose charging \$27,500 for our services as bond counsel, including duplication costs, telephone, fax, postage and overnight or special delivery costs as they are incurred.

For other municipal finance counsel services that are outside the scope of our services as Bond Counsel, we would offer our preferred municipal client rates. We would also utilize other attorneys in our practice group and firm at lower hourly rates to the extent possible. For the primary contacts, our hourly rates would be as follows, based on 2021 rates:

Steve Mann - \$310

Katrina Desmond - \$275

Sean Rucker - \$190



MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2021 ANNUAL REPORT

for

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

ID Number: 801886179

received by electronic transmission on February 09, 2021 , is hereby endorsed.

Filed on February 09, 2021 , by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 9th day of February, 2021.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

DETROIT

150 West Jefferson
Suite 2500
Detroit, Michigan 48226
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O: +1.313.963.6420
F: +1.313.496.7500

mann@millercanfield.com

Services

Public Finance
Education Finance
Governmental Facilities and
Equipment
Housing
Infrastructure
Related Government Services

Industries

Education

Education

Thomas M. Cooley Law School,
J.D. 2004
Cleary College, B.B.A. 2001

Bar Admissions

Michigan



Steven D. Mann

Principal

Steven D. Mann specializes in the area of municipal finance, representing public agencies as bond counsel.

His practice covers all facets of tax increment financing, special assessments, and economic development. He has also authored several *amicus curiae* briefs for both the Michigan Court of Appeals and the Michigan Supreme Court, arguing on behalf public bodies and municipal associations in cases involving complex issues related to the Freedom of Information Act and the Open Meetings Act.

Teaching

Thomas M. Cooley Law School, Adjunct Professor, Public/Municipal Finance Law, 2017-present

Honors

*D*Business Magazine, Top Lawyers, Municipal Law, 2021-present

Thomas M. Cooley Law School, cum laude; Managing Associate, Law Review;
Voelker Award, most significant contribution to the publication

Cleary College, summa cum laude

Professional Activities

American Bar Association

Steven D. Mann

State Bar of Michigan

National Association of Bond Lawyers

Michigan Association of Municipal Attorneys, Board of Directors, 2016-2019

Michigan Municipal League, Legal Defense Fund, Board of Directors, 2016-2019

Civic, Cultural & Social Activities

Charter Township of Plymouth, Trustee (appointed), 2015-2016; Trustee (elected), 2004-2012; Supervisor (elected), 2000-2004

Assembly of the Rouge Communities–Organization Committee

Colonial Kiwanis Club of Plymouth

Plymouth Community Foundation–Steering Committee

Speeches

"What's the Latest with the Open Meetings Act?", Michigan Municipal League, CapCon 2021, March 16, 2021

"Financing Drain Projects" (Co-Presenter), Michigan Association of County Drain Commissioners, New Drain Commissioners School virtual conference, January 8, 2021

COVID-19 Webinar on Virtual Public Meetings, Hosted by the Michigan Municipal League, Co-Presenter, March 20, 2020

"Funding Emergency Services," Michigan Townships Association, Frankenmuth, Michigan, September 25, 2019

"Community Network Funding Sources" (Panelist), Michigan Broadband Summit, Gaylord, Michigan, September 24, 2019

"At Your Service: Meeting Township Needs," Michigan Townships Association, Township Governance Academy, Bay Harbor, Michigan, September 18, 2019

"Unpacking the Mysteries of Revenue Sources," Township Treasurers' Professional Development Retreat, Bellaire, Michigan, July 16, 2019

"The History, Recent Amendments and Practical Application of the Freedom of Information Act," Panel Discussion, Michigan Association of Municipal Attorneys/State Bar of Michigan Governmental Law Section – Joint Educational Conference, Bay Harbor, Michigan, June 21, 2019

"Special Assessments for Public Improvement and Police and Fire Services," Livingston County Treasurer's Association, Howell, Michigan, June 11, 2019

Steven D. Mann

"Tax Increment Financing: Is Your TIF in Compliance?", U.P. Managers Spring 2019 Meeting, Gladstone/Escanaba, Michigan, May 17, 2019

"FOIA and OMA Compliance in an Electronic Era," Michigan School Business Officials 81st Annual Conference, Grand Rapids, Michigan, May 1, 2019

"Ethics: Understanding Conflicts of Interest Issues," Michigan Municipal Treasurers Association, Mt. Pleasant, Michigan, April 29, 2019

"Tax Increment Financing: Is Your DDA In Compliance?", Michigan Townships Association, Grand Rapids, Michigan, April 2, 2019

"Special Assessments: Financing Infrastructure Projects or Police and Fire Needs," Michigan Townships Association, Grand Rapids, Michigan, April 2, 2019

"Options for Financing Local Improvements and Purchases," Michigan Townships Association, MTA Legal Institute for Municipal Attorneys, Grand Rapids, Michigan, April 1, 2019

"Township Funding of Local Roads," County Road Association of Michigan, Lansing, Michigan, March 13, 2019

"Road Agencies and Drain Commissioners – Working Out the Overlap," County Road Association of Michigan, 4th Annual Legal Issues Symposium, Mt. Pleasant, Michigan, December 4, 2018

"Funding Township Improvements," Michigan Association of Township Supervisors, Bay City, Michigan, October 3, 2018

"Special Assessments," Michigan Townships Association & Michigan Association of Municipal Attorneys, UP North Legal Institute, Harris, Michigan, July 31, 2018

"Funding Township Roads," Michigan Townships Association, Acme Township, April 25, 2018

"Funding Township Improvements," Michigan Townships Association, Acme Township, April 25, 2018

"Complying with FOIA and OMA," Michigan School Business Officials 80th Annual Conference, Detroit, April 18, 2018

"Intergovernmental Cooperation," Michigan Municipal League, Advanced Weekender, Frankenmuth, Michigan, Feb. 24, 2018

"Causes of Fiscal Distress and Sharing Services," Michigan Municipal League, Advanced Weekender, Frankenmuth, Michigan, Feb. 24, 2018

"At Your Service: Meeting Township Needs," Michigan Townships Association, Township Governance Academy, Jackson, Michigan, Jan. 17, 2018

"Social Media: The Good, the Bad, and the Legalities," Michigan Municipal League, Holland, Michigan, Panelist, Sept. 17, 2017

Steven D. Mann

- "MML's Elected Officials Essentials Workshop," MML U.P. Education Summit, Marquette, Michigan, June 1, 2017
- "Raising Revenue in a Stagnant Economy," Michigan Townships Association Annual Conference, Lansing, Michigan, April 11, 2017
- "Fundamentals of Municipal Financing," Michigan Townships Association Annual Conference, Lansing, Michigan, April 11, 2017
- "The Michigan Bond Market Review," CDFAs Michigan Finance Roundtable Webinar, Panelist, March 23, 2017
- "Local Road Funding 101: An Overview of Financial Issues and Legal Options," Calhoun County Road Department, Panelist, Calhoun, Michigan, March 17, 2017
- "Local Road Funding 101: An Overview of Financial Issues and Legal Options," Jackson County Department of Transportation, Panelist, Jackson, Michigan, March 10, 2017
- "Ethics in the Public Sector," Michigan Municipal Risk Management Association, Lansing, Michigan, March 2, 2017
- "Open Meetings Act Update," State Bar of Michigan – Public Corporations Law Section, 2017 Winter Seminar, The Henry Ford, Dearborn, Michigan, Feb. 10, 2017
- "The Role of Township Trustees," Michigan Township Association, Port Huron, Michigan, Dec. 13, 2016
- "Hot Legal Topics Special Assessments," Michigan Municipal League – 2016 Annual Convention, Mackinac Island, Michigan, Sept. 15, 2016
- "MNJTP Update and Bond Financing," Michigan Community College Business Officers Association, 2016 Summer Event, Grand Traverse, Michigan, July 29, 2016
- "Special Assessments: New and Innovative," 18th Annual Michigan Association of Municipal Attorneys and State Bar of Michigan - Public Corporations Law Section Summer Education Conference, Harbor Springs, Michigan, June 25, 2016
- "Technology Impact on the Open Meetings Act," MML 2016 U.P. Education Summit, Ironwood, Michigan, June 9, 2016
- "Sunshine Laws & Local Governments," MAMA, Local Government Academy 301, Lansing, Michigan, May 18, 2016
- "Other Sources of Local Funding," MAMA, Local Government Academy 301, Lansing, Michigan, May 19, 2016
- "Bonding 101," County Road Association, 2016 Commissioners' Seminar, Sault Ste. Marie, Michigan, April 18, 2016
- "At Your Service: Meeting Township Needs Township Governance Academy," Michigan Townships Association, Battle Creek, Michigan, March 2016
- "Regional Cooperation," Michigan Municipal League Elected Officials Academy, Advanced Weekender, Frankenmuth, Michigan, Feb. 27, 2016
- "Borrowing Money for Capital Projects and Leasing Equipment," Michigan Townships Association, Detroit, Michigan, Jan. 2016

Steven D. Mann

- "Economic Redevelopment Using Tax Increment Revenues," Michigan Townships Association, Detroit, Michigan, Jan. 20, 2016
- "Ethics in the Public Sector," Michigan Townships Association, Detroit, Michigan, Jan. 19, 2016
- "Changes to the FOIA," Michigan Association of Municipal Attorneys, Webinar, Feb. 18, 2015
- "Changes to the FOIA," Michigan Association of Municipal Attorneys, Advanced Institute, Lansing, Mich., March 24, 2015
- "Changes to the FOIA," Michigan Municipal League Capital Conference, Lansing, Michigan, March 25, 2015
- "Changes to the FOIA," Michigan Governmental Finance Officers Association, Webinar, May 12, 2015
- "Changes to the FOIA," Michigan Municipal League, Sault Ste. Marie, Michigan, June 4, 2015
- "Changes to the FOIA," Michigan Association of Municipal Attorneys, Webinar, June 9, 2015
- "Ethics in the Public Sector," Michigan Governmental Finance Officers Association Lansing, Michigan, Feb. 20, 2015
- "Regional Cooperation," MML Elected Officials Academy Advanced Weekender, Frankenmuth, Michigan, Feb. 21, 2015
- "Municipal Finance in 2015," Michigan Association of Township Supervisors, Chelsea, Michigan, April 23, 2015
- "OMA/FOIA Basics in the Internet Age," Michigan School Business Officials, Detroit, Michigan, April 29, 2015
- "Ethics in the Public Sector," Private Training Conference, Dearborn, Michigan, June 10, 2015
- "Financing Municipal Improvements," Michigan Association of Municipal Attorneys, Marquette, Michigan, Sept. 25, 2015
- "OMA/FOIA in the Electronic Age," Michigan School Business Officials, Grand Rapids, Michigan, May 2014
- "Legal Update," U.P. City Managers, Marquette, Michigan, May 2014
- "Financing Energy Conservation Improvements," Michigan School Business Officials, Crystal Mountain, Michigan, Oct. 2014
- "Achieving Council Efficiency - Roles and Responsibilities," Michigan Municipal League, Marquette, Michigan, Oct. 2014
- "Municipal Finance in 2015 and Beyond," Michigan Association of Municipal Attorneys, Marquette, Michigan, Oct. 2014
- "Delivering Township Services," Michigan Townships Association Township Governance Academy, Lansing, Michigan, Oct. 2014
- "Financial Challenges to Local Government CLE," ABA Section on State and Local Government Law 2013 Fall Council Meeting, Sante Fe, New Mexico, Oct. 24, 2013

Steven D. Mann

- "Sunshine Laws and Local Government," Michigan Association of Municipal Attorneys Law Academy, March 21, 2013
- "Statutory and Case Law Developments Regarding the Freedom of Information Act and the Open Meetings Act" (Co-presenter), State Bar of Michigan - Public Corporations Law Section, Feb. 8, 2013
- "Fundamentals of Municipal Finance," Michigan Townships Association, Jan. 24, 2013
- "The Open Meetings Act Webinar Series," Closed Sessions, Sections 8A and 8C, Michigan Association of Municipal Attorneys, Oct. 10, 2012
- "FOIA vs Discover" (Co-presenter), Michigan Association of Municipal Attorneys, Lansing, Michigan, March 20, 2012
- "Financing Lessons Learned in a Down Economy," Michigan Townships Association, Detroit, Michigan, Jan. 25, 2012
- "Special Assessment Procedures," Michigan Townships Association, Lansing, Michigan, August 30, 2011; Gaylord, Michigan, Aug. 31, 2011
- "The Freedom of Information Act," Michigan Association of Municipal Clerks, Lansing, Michigan, May 23, 2011
- "The Freedom of Information Act," Michigan Association of Municipal Attorneys Advanced Academy, Lansing, Michigan, March 24, 2011
- "The Freedom of Information Act," Michigan Municipal League On-site Training, Romulus, Michigan, February 3, 2011; Grand Haven, Michigan, Feb. 9, 2011
- "Fundamentals of Municipal Finance," Michigan Association of Township Supervisors, Oct. 21, 2009
- "Funding and Delivering Township Services," Michigan Townships Association (Township Governance Academy), Saginaw, Michigan, September 18, 2009; Frankenmuth, Michigan, April 29, 2011; Detroit, Michigan, Jan. 24, 2012
- "Fundamentals of Municipal Finance," (Co-presenter Patrick F. McGow) Michigan Townships Association, Jan. 28, 2009
- "Financing Capital Improvements," (Co-presenter Thomas D. Colis) Michigan Townships Association, Jan. 27, 2009
- "Special Assessment Procedures," Michigan Townships Association, July 22, 2008, and August 19, 2008
- "Financing Township Road Improvements," Michigan Townships Association, June 5, 2008
- "Bond Financing Basics," Northern Michigan Public Service Academy, April 30, 2008
- "Implications of the Michigan Business Tax on Tax Increment Finance Entities," Wayne County Treasurers Association, Sept. 26, 2007

Steven D. Mann

Publications

- "Recent Developments in What's Public Under Michigan's FOIA," *Michigan Bar Journal* 99: 7, July 2020 (Co-authored with Caroline Giordano)
- "The Open Meetings Act Chapter, Michigan Public Employment And Labor Relations Law," Michigan Public Employer Labor Relations Association, 2016 Online Edition (Co-authored with Ronald Liscombe)
- "The Freedom of Information Act Chapter, Michigan Public Employment And Labor Relations Law," Michigan Public Employer Labor Relations Association, 2016 Online Edition (Co-authored with Ronald Liscombe)
- "Significant Changes to Michigan's FOIA Take Effect July 31, 2015," *The Review* (the official magazine of the Michigan Municipal League), May/June 2015 (Co-author Cassie Hare)
- "Sunshine Laws and Local Government," Chapter 5, Michigan Municipal Law, The Institute of Continuing Legal Education, (Update for FOIA Changes, June 22, 2015)
- E-Alert: Significant Changes to Michigan FOIA Laws Coming In July, January 16, 2015
- "Sunshine Laws and Local Government," Chapter 5, Michigan Municipal Law, The Institute of Continuing Legal Education, 2012 (Co-author)
- "State Revolving Fund, Rural Development Accommodate Drainage District Financings," Pipeline Magazine, Michigan Association of County Drain Commissioners, Vol. 17, No. 4, Fourth Quarter 2008

Articles

- Michigan Governor Signs Open Meetings Act Amendment Extending Sunset for Electronic Public Meetings
- Michigan Governor Signs Open Meetings Act Amendment Allowing Electronic Public Meetings
- UPDATE (MAY 6): Governor Whitmer Extends Authorization for Remote Participation in Public Meetings
- COVID-19: Michigan Temporary Extensions of Freedom of Information Act Deadlines
- Miller Canfield Coronavirus Response Team
- New Law Consolidates Tax Increment Authorities, Imposes New Reporting Requirements
- Candidates, Committees May Directly Solicit Unlimited Contributions to 'Super PACs'
- Transformational Brownfield Projects Eligible for Substantial Tax Incentives Under Recently Enacted Legislation
- Michigan Governor Signs Law Excluding Library Taxes from Capture by Tax Increment Financing Entities
- Court of Appeals Holds Email Deliberations Among a "Quorum" of a Public Body Violates the Open Meetings Act
- Court Clarifies Public Bodies Requirement to Provide Documents Under FOIA

Steven D. Mann

Significant Changes to Michigan FOIA Laws Coming In July

Community Colleges Must Report Debt Revenue Loss By Friday Under Michigan Personal Property Tax Reform

New SEC Regulations of Municipal Advisors and Underwriters Take Effect in July

Proposed New MSRB Rule on Standards of Conduct for Municipal Advisors

DETROIT

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desmond@millercanfield.com

Services

Public Finance

- Airports
- Cash Flow and Working Capital Development
- Education Finance
 - Higher Education Finance
- Governmental Facilities and Equipment
- Hospitals and Other Nonprofits
- Housing
- Infrastructure
- Public-Private Partnerships
- Related Government Services
- Student Loans

Education

University of Michigan Law School,
J.D. 2011
University of Notre Dame, B.B.A.
2008

Bar Admissions

Michigan



Katrina Piligian Desmond

Principal
Certified Public Accountant

Katrina is one of a very small number of attorneys nationwide who work extensively in the area of law dealing with the highly complex Internal Revenue Code Section 103, specializing in the rules relating to the issuance and post-issuance compliance for tax-advantaged bonds.

Katrina has extensive experience in matters related to federal tax opinions on tax-exempt bonds, financing capital projects and infrastructure improvements, economic development and environmental response projects, government and regulatory affairs, health care and housing, including tax structuring for New Market Tax Credit financings, and other public-private partnership transactions.

Representative Matters

Non-Profit Michigan Hospital Debt Re-Structuring

Following the affiliation of two non-profit Michigan hospitals, Katrina's group worked as bond counsel to refinance the debt of both hospital systems, bringing them within the same credit group and creating synergies between the two hospitals. As tax counsel, this involved restructuring the debt of both hospital systems to ensure the interest on the debt continued to be tax-exempt following the transaction and thereafter. Katrina successfully helped to structure and document the transactions, resulting in millions of dollars in interest savings to the combined healthcare groups.

State of Michigan State Aid Notes

Katrina works as tax and bond counsel on the annual issuance of State Aid Notes, whereby public school districts, who often face cash flow deficits prior to their receipt of State Aid Revenues, can borrow at a low-cost, short-term basis through

Katrina Piligian Desmond

the State of Michigan to bridge those working capital deficits.

Public Lighting Authority, City of Detroit

Katrina assisted in the tax structuring of the newly-formed Public Lighting Authority, as part of the City's plan to, "light up Detroit" and continue its blight removal efforts. This work involved pre-and post-issuance tax analysis to allow for innovative public and private financing.

City of Detroit Chapter 9 Bankruptcy Restructuring

Miller Canfield served as local counsel to the City of Detroit in connection with its Chapter 9 bankruptcy case filed in July 2013 and its ongoing restructuring efforts. Since exit in December 2014, Miller Canfield has continued to represent the City in connection with many aspects of its Plan of Adjustment implementation, appeals of Plan confirmation, stand up of the Great Lakes Water Authority and a variety of financings.

Honors

Best Lawyers, "Ones to Watch For," Public Finance Law, 2021-present

"40 Under 40," Crain's Detroit Business, 2020

DBusiness Magazine, Top Lawyers, Tax Law, 2020-present

Super Lawyers Rising Star, Government Finance, 2017-present

Michigan Lawyers Weekly Up and Coming Lawyer, 2016

University of Michigan Law School, J.D., magna cum laude, Order of the Coif, Honors Legal Practice and Legal Practice Award, Senior Judge, Legal Practice Program, Administrative Law and Real Estate Finance Certificates of Merit

University of Notre Dame, B.B.A., summa cum laude, Dean's List, Elmer Layden Award for Accounting Excellency, Beta Alpha Psi Honors Society, Tax Assistance Program

Professional Activities

National Association of Bond Lawyers Editorial Committee

Michigan Women in Finance, Board Member

American Bar Association

State Bar of Michigan

Michigan Association of CPAs

Katrina Piligian Desmond

Civic, Cultural & Social Activities

Angels Place, Advisory Board

Accounting Aid Society

Articles

Operating Cash Flow Options for Michigan Public School Academies

Operating Cash-Flow Borrowing Options for Michigan School Districts

Operating Cash Flow Options for Michigan Public Schools

Comparison of the Allowable Use of Bond and Sinking Fund Proceeds for Michigan Public School Districts

Sinking Fund and Other Capital Improvement Financing Options for Michigan Public School Districts

The Impact of Tax Reform on Michigan Municipalities and School Districts

Proposed Tax Reform Legislation Would Increase Financing Costs for Issuers of Tax-Exempt Bonds

Congressional Tax Bills Threaten Tax-Exempt Bonds for Non-Profit Hospitals

IRS Issues New Rules for Management Contracts involving Tax-Exempt Financed Facilities

State and local governments continue to see a reduction in credits available for Direct Pay Bonds

New SEC Regulations of Municipal Advisors and Underwriters Take Effect in July

Proposed New MSRB Rule on Standards of Conduct for Municipal Advisors

DETROIT

150 West Jefferson
Suite 2500
Detroit, Michigan 48226
T: +1.313.496.7671
O: +1.313.963.6420
F: +1.313.496.7500

rucker@millercanfield.com

Services

Public Finance

Education

Wayne State University Law
School, J.D.

University of Detroit Mercy, B.A.

Bar Admissions

Michigan



Sean C. Rucker

Associate

Sean Rucker is an associate in Miller Canfield's Public Finance Group. He is a graduate of Wayne State University Law School and previously interned with the General Motors Student Corps and the Detroit Police Department Board of Commissioners. He also worked as a law clerk for the Honorable Victoria A. Roberts in the United States District Court for the Eastern District of Michigan.

Honors**Wayne State University Law School**

Board of Governors Scholar

Black Law Students Association, Treasurer

University of Detroit Mercy

Student Government Association, Vice President

Presidential Ambassador for the University

Publications

"Rafaeli, LLC, and Andre Ohanessian v. Oakland County and Andrew Meisner: The Michigan Supreme Court Weighs in on Surplus Proceeds After Tax Foreclosure Sales," *Briefly* (State Bar of Michigan Government Law Section, co-authored with

Sean C. Rucker

Jeffrey S. Aronoff), September 2020

"Redistricting in Michigan: Past, Present, and Future," Michigan Bar Journal, August 2020 (Co-authored with Ronald Liscombe)

Articles

Operating Cash Flow Options for Michigan Public School Academies

Michigan Governor Signs Open Meetings Act Amendment Extending Sunset for Electronic Public Meetings

Michigan Governor Signs Open Meetings Act Amendment Allowing Electronic Public Meetings

Deadline for Absentee Voter Ballots Held to be Constitutional by Michigan Court of Appeals

CARES Act: Municipalities

Operating Cash Flow Options for Michigan Public Schools

April 6, 2021

Cascade Charter Township
Attn: Benjamin Swayze, Township Manager
5920 Tahoe Drive, SE
Grand Rapids, MI 49456

Re: General Counsel Services for Cascade Charter Township

Honorable Board Members:

We are pleased that our firm has this opportunity to provide a proposal for general counsel legal services for Cascade Charter Township (the "Township"). We have prepared a packet of information in response to your "Requests for Proposals," which is attached to this letter. I also want to introduce our firm, Shifman & Carlson, P.C. as well as highlight certain items so you have a better feel for who we are.

Shifman & Carlson, P.C. has been representing public bodies in Michigan for over fifty years. The enclosed packet provides more detailed information about us, including biographies and the current hourly rates of our attorneys.

Our main offices are located in Farmington Hills, in Metro-Detroit, and we have a satellite office in Stanwood, MI, about 45 minutes north of Grand Rapids. While there may certainly be times that our actual presence at the Township would be advisable, we often work with our clients through email, telephone calls, and videoconferences, and have often attended Board meetings via videoconference. Such an arrangement could be of benefit to the Township as it can save time and fees.

As outlined in our detailed proposal, we would provide requested services at our discounted hourly rates for nonprofits and public bodies

Our hourly rates currently are:

Partners:	\$220.00 /hr
Senior Associates:	\$210.00 /hr
Associates:	\$190.00 /hr
Law Clerks/Paralegals:	\$90.00 /hr

These rates are subject to change from time to time upon written notice from our office.

Given our extensive experience in public bodies, we believe we are uniquely positioned to represent Cascade Charter Township as its general counsel. We will be able to assist the Township with legal matters, such as compliance with the Open Meetings Act, the Freedom of Information Act, contract negotiations, construction contracts, changes to applicable law, and

Cascade Charter Township

April 6, 2021

Page 2

competitive bidding requirements. Additionally, we are nationally recognized bond counsel and thus qualified to assist in any necessary public financings

I hope that the foregoing discussion is useful to you. Please feel free to contact Robert Gavin or me at any time if you would like anything discussed at greater length or if you have questions or if you would like to meet with representatives of the firm to discuss legal services issues with you. Thank you for your time and the opportunity.

Sincerely,

SHIFMAN & CARLSON, P.C.

A handwritten signature in blue ink, appearing to read "John A. Carlson", is written over the typed name and email address.

John A. Carlson

jcarlson@shifmancarlsonlaw.com



RESPONSE TO REQUEST FOR PROPOSAL FOR LEGAL SERVICES

CASCADE CHARTER TOWNSHIP

**SHIFMAN & CARLSON, P.C.
JOHN A. CARLSON, ESQ.
ROBERT J. GAVIN, ESQ.
34705 West Twelve Mile Road,
Suite 160
Farmington Hills, MI 48331-3259
(248) 406-0620**

April 6, 2021

Proposal For Legal Services
Cascade Charter Township

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Proposal For Legal Services
Cascade Charter Township

Scope of Work

General Counsel Services

Shifman & Carlson, P.C. proposes to provide Cascade Charter Township (the “Township”) with General Counsel Legal Services as outlined herein. As part of the General Counsel Legal Services, Shifman & Carlson will serve as the Township’s general counsel and will provide all services required by the Township, other than as excepted. Such services will include:

- Providing 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. Our advice includes methods to avoid civil litigation.
- Furnishing legal representation at all Township Board and other meetings when requested.
- Appearing before courts and administrative agencies to represent the Township’s interests.
- Preparing and/or reviewing ordinances and resolutions, contracts, and other documents for legal correctness and acceptability.
- Working cooperatively with special legal counsel retained by the Township for special projects.
- Coordinating with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel
- Assisting 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.
- Assisting officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others.
- Providing the Township Supervisor and Board with guidance as to Robert’s Rules of Order and related procedural matters relating to Board meetings.
- Preparing legal opinions at the request of the Township Board or Township Manager.
- Providing the Township Board and Township staff with legal perspectives and advice on various governmental issues.
- Performing other legal services and tasks as assigned by the Township Board and Township Manager.

Bond Counsel Services

Shifman & Carlson, P.C., is able to provide Bond Counsel or Note Counsel services related to any municipal finance matter of Cascade Charter Township, and to consult with and advise the Township on such matters and related issues, including the following:

Proposal For Legal Services
Cascade Charter Township

- Upon request, preparing, reviewing, and providing opinions on bond ordinances related to capital projects.
- Assisting in reviews and updates of official statements associated with debt issuances.
- Attending bid openings and assisting in analyzing bids to determine final award.
- Assisting in relationship management with rating agencies.
- Providing advice on legal and financial matters to ensure the Township's fiscal strengths.
- Providing legal opinions on the sale of bonds and notes.
- Performing other legal services and tasks as assigned by the Township Board and Township Manager.

Such bond-related services would be offered separately from the above-listed Scope of Services.

Prosecution Services

As noted below, Shifman & Carlson, P.C., will not provide prosecution services.

Additional Services

Shifman & Carlson, P.C. is able to provide the following additional services to Cascade Charter Township:

- Upon request, attending Township Board meetings.
- Being available during business hours, evenings, and weekends as the need arises.
- Responding in a timely manner and otherwise making ourselves available to the Township.
- Promptly providing all requested legal services. Shifman & Carlson regularly provides legal services throughout the State of Michigan, including the Upper Peninsula, through a combination of in-person meetings, videoconferences, telephone conferences, and e-mail.

Exceptions

Shifman & Carlson, P.C. will not be providing prosecution services.

Business Organization

Shifman & Carlson, P.C. is located at 34705 W. Twelve Mile Road, Suite 160, Farmington Hills, Michigan 48331. We also have a satellite office located in Stanwood, Michigan. Our firm is a Professional Corporation incorporated in the State of Michigan. A copy of our Articles of Incorporation are included with this proposal. All of our attorneys are properly licensed and in good standing with the State Bar of Michigan, which can be verified through the State Bar of Michigan at <https://www.zeekbeek.com/SBM>.

Background of Law Firm

Shifman & Carlson, P.C., is a law firm that specializes in providing general counsel legal services to public bodies, and has done so since Mr. Burton R. Shifman founded the firm in 1963. Mr. John A. Carlson joined the law firm in 1977. The firm has always been located in the Metro-Detroit area and is currently located in Farmington Hills. Although most of our clients are

Proposal For Legal Services
Cascade Charter Township

in Metro-Detroit, we have clients all over Michigan. We utilize technology and communications to streamline our services and work closely with our clients regardless of their location from our office, including participating in meetings via videoconference.

Our firm has a proud tradition of representing governmental entities. Our attorneys regularly work in municipal and public body law, and have handled complex or sensitive situations for their clients. Our firm works closely together to stay on top of emerging issues in the field.

Mr. John A. Carlson and Mr. Robert Gavin would serve as the main attorneys for Cascade Township. Résumés are enclosed. Mr. Carlson would serve as the dedicated, lead attorney on day-to-day matters and will delegate matters to others in the firm as appropriate. Shifman & Carlson, P.C., has five attorneys admitted to practice in Michigan, in addition to law clerks and legal secretaries. We strive to keep costs down by assigning work to the attorney with the lowest hourly rate competent to do the work.

Shifman & Carlson has worked with municipalities, townships, school districts, and other public bodies in virtually every area of representation. In addition to the services outlined above, the firm's experience includes, but is not limited to, the following areas:

Municipal Counsel

- Freedom of Information Act
- Open Meetings Act
- Ordinance Implementation
- Michigan Tax Tribunal
- Governance and Administration
- Pension Administration
- Intergovernmental Agreements
- Property Tax Assessments
- Special Assessment Districts
- Zoning and Planning
- Public Improvement Projects
- Bidding Proposals
- Building and Fire Codes
- Negotiations
- Elections
- Annexations
- Liquor Control
- Insurance
- Open Meetings Act
- Freedom of Information Act
- Drafting of Resolutions
- Interpretation of Regulations and Statutes
- Matters before Michigan Tax Tribunal
- Family Law (as related to school and governmental law)

General Counsel

- Real Estate
- Purchase and Sale of Real and Personal Property
- Lease Drafting and Review
- Litigation
- Contract Review and Negotiations

Proposal For Legal Services
Cascade Charter Township

Bond Counsel

- Issuance
- Bond Options
- Finance Opinions
- State Aid Notes
- Tax Anticipation Notes
- Refunding Bonds
- School Building and Site Bonds
- Revenue Bonds
- General Obligation Bonds
- Michigan Finance Authority

Legal Library and Research Capabilities

Having represented numerous municipalities, Shifman & Carlson has a wealth of municipal-specific research materials available, including McQuillan’s Municipal Corporations and other various municipal specific library materials. As with most law firms in Michigan, we also have a subscription to Westlaw and Michigan’s Institute of Continuing Legal Education for detailed legal research.

With these resources at hand, we are able to quickly research and turn around opinions on any legal issues that may arise when representing the Township.

Attorneys

Shifman & Carlson, P.C. and its attorneys have been recipients of numerous awards and designations. Mr. Carlson in 2018 again received recognition as having received top ratings in legal ability and ethics. Mr. Shifman was the recipient of the Distinguished Municipal Attorney award from the Michigan Association of Municipal Attorneys in 2005. John Carlson and Robert Gavin were awarded Top Lawyer designations in Public Finance by DBusiness Magazine in 2014, 2017, 2019, and 2020. Mr. Carlson was named a “Superlawyer” in 2018 and 2019, and Mr. Gavin was named a “Rising Star” in 2015, 2018, 2019, and 2020 by SuperLawyers. Mr. Kovach was awarded a Top Lawyer designation in Nonprofit/Charities Law for 2019 and 2020. Ms. Kyprianos was awarded a Top Lawyer designation for Real Estate in 2020. Short biographies of staff are provided below.

John Carlson serves as a partner and President of Shifman & Carlson, P.C. Mr. Carlson has over forty years of legal experience practicing in virtually every area of municipal law and would serve as the lead attorney for the Township. Mr. Carlson would delegate matters to others in the firm as appropriate. Mr. Carlson’s experience allows him to guide clients through all stages of legal representation, whether trial, appellate or transactional. Additionally, he has also been Nationally Recognized Bond Counsel for decades and guides the firm’s municipal finance practice. He has experience representing clients before the Michigan Court of Appeals and also served as a prehearing attorney and law clerk in the Michigan Court of Appeals before joining

Proposal For Legal Services
Cascade Charter Township

Shifman & Carlson in 1977. Mr. Carlson's resume is attached which further details his decades of legal experience.

Robert Gavin serves as the Firm's managing partner and has over ten years' experience in providing general counsel services to municipalities, nonprofits, school districts, and public school academies since joining the firm in 2008. He serves as counsel for various public school academies in Michigan and has assisted them with reauthorization, litigation, management company transitions, leases, and general daily guidance. Mr. Gavin is Nationally Recognized Bond Counsel, and has experience in all types of public finance, including state aid note and bond financing for charters. He has a successful track record of representing municipal bodies in the Michigan Tax Tribunal, Circuit Court and the Michigan Court of Appeals. In addition to his work as an attorney, Mr. Gavin sits on the Zoning Board of Appeals for the City of Royal Oak. Mr. Gavin's resume is attached, further detailing his legal experience.

Nicholas Kovach joined the firm as an associate in 2013, after having served as a law clerk since 2010. Mr. Kovach represents multiple public school academies and has experience in municipal law, probate litigation, and working with non-profits. As part of his practice, Mr. Kovach regularly advises his clients on a multitude of matters including the Open Meetings Act and Freedom of Information Act. He was recently awarded Top Lawyer designation by DBusiness Magazine in the field of Nonprofits/Charities. While in law school, he was a member of the Wayne State University Law School Moot Court Team.

Elizabeth Kyprianos joined Shifman & Carlson in 2013, after having served as a law clerk since 2012. She has represented public school academies on a variety of matters, including facility financing, construction contracts, and board governance matters. She is experienced in election law and real estate law, and is also Nationally Recognized Bond Counsel. Ms. Kyprianos served as a member of the Wayne State University Law School Moot Court Team while in law school.

Pamela Carlson joined the firm in 2010 and has experience in many aspects of municipal law and education law, including municipal finance. While at Ave Maria School of Law, Ms. Carlson was a member of the Law Review.

Prior to his retirement, Burton Shifman's track record and expertise as an attorney were extensive and unparalleled. Mr. Shifman represented cities and school districts across Michigan for almost sixty years. Mr. Shifman remains available to consult with the firm and remains an invaluable asset on complex legal issues.

References

Below is a list of some of the municipal and other relevant accounts handled by our firm in the last three years.

City of Oak Park (General counsel services, 1977-2014 __)

13600 Oak Park Blvd., Oak Park, MI 48237

Kevin Yee, Assistant City Manager: (248) 691-7497

Proposal For Legal Services
Cascade Charter Township

Charter Township of Flushing (Bond counsel services, 2020)

6524 N Seymour Road, Flushing Township, MI 48433
Fred Thorsby, Supervisor: (810) 659-0800

Village of Leonard (Bond counsel services, 2011, 2017)

23 E. Elmwood Street, PO Box 789, Leonard, MI 48367
Michael McDonald, President: (248) 628-7380

Detroit Leadership Academy (General counsel services, 2010-present)

13550 Virgil, Detroit, MI 48223
Mark Lezotte, Board President: (248) 457-7845

Academy of Warren (General counsel services, 2004-present)

13943 E. Eight Mile, Warren, MI 48089
John Mulligan, Board President: (248) 310-2149

Light of the World Academy (General counsel services, 2015-present)

1740 East M-36, Pinckney, MI 48169
Laura Burwell, Board President: (734) 474-0777

Fee and Billing Proposal

For the services described in this proposal, Shifman & Carlson, P.C., will bill its time at the following hourly rates:

Partners:	\$220.00 /hr
Senior Associates:	\$210.00 /hr
Associates:	\$190.00 /hr
Law Clerks/Paralegals:	\$90.00 /hr

For bond counsel services, our firm charges a flat fee depending on the size of the financing:

Size of the Borrowing	Fee
Under \$1,000,000	\$10,000
\$1,000,000 to \$10,000,000	\$10,000 plus 0.2% of the excess over \$1,000,000
\$10,000,000 and over	\$28,000 plus 0.1% of the excess over \$10,000,000

Shifman & Carlson bills its time in increments of one-tenth of an hour (minimum of 0.1 hour) by the personnel providing the service, along with the date of the service and a concise description of the service provided. We bill at cost for out-of-pocket expenses, such as filing fees, recording or certification fees. We bill for certain costs such as postage (at cost), photocopies (\$0.10 per page), travel expenses (mileage at the prevailing IRS rate), expedited delivery services (when necessary, at cost), and other similar expenses. We will provide you with an itemized statement for services no more than monthly, and will expect payment in full within 30 days after your receipt of such statement.

Statement Regarding Accessibility and Responsiveness

Shifman & Carlson, P.C. will be available for any and all meetings of the Township Board as requested by the Township Board, the Township Manager, or its designee. John A. Carlson will be the primary attorney assigned to the Township, with Robert J. Gavin as his back up. Mr. Carlson will generally be available for Township meetings, but Mr. Gavin will be available if Mr. Carlson is not.

As experienced municipal and public body attorneys, Shifman & Carlson is well-versed in meeting the responsive needs of our clients. We accomplish this through regularly reviewing our attorneys' workloads and redistributing work to competent attorneys to ensure that our clients are served timely. Generally, simpler matters such as contract reviews, initial drafts of documents, and basic research will be delegated to younger, competent attorneys, while more complex matters will be handled directly by Mr. Carlson and/or Mr. Gavin.

Statement Regarding Professional and General Liability Insurance

Shifman & Carlson uses Paragon Underwriters, Inc. as its professional liability insurance carrier. The firm carries a coverage limit of \$2,000,000 for each claim and \$4,000,000 for aggregate claims. The Firm can seek appropriate adjustments to its coverage as deemed necessary for the provision of legal services.

Conflicts of Interest/Familial Disclosure

Shifman & Carlson, P.C., does not envision that any current clients present a conflict of interest with the representation of the Township. We are aware of nothing adverse between our clients and the Township. Shifman & Carlson is not aware of any familial relationships between the firm or its partners and the Township, the Township Board, Supervisor, Clerk, Treasurer, or any employee of the Township, nor do we represent any real estate developers doing business within Township, nor do we represent any units of local government having jurisdiction within or contiguous to the Township.

Our Firm regularly reviews new clients against our existing clients to determine if any conflicts would arise.

We submit the foregoing proposal for your consideration. Please contact us if you have any questions or need any further information. Thank you.

SHIFMAN & CARLSON, P.C.



John A. Carlson, President

Date: April 6, 2021

VARNUM

ATTORNEYS AT LAW

Bridgewater Place | Post Office Box 352
Grand Rapids, Michigan 49501-0352

Telephone 616 / 336-6000 | Fax 616 / 336-7000 | www.varnumlaw.com

John M. Huff

Direct 616 / 336-6239
jmhuff@varnumlaw.com

March 31, 2021

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

Re: *Non-Submittal of Request for Proposal*

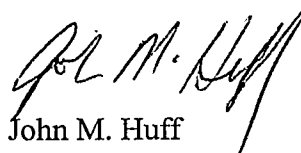
Dear Ben:

In the early 1980's I began working with Cascade Township on the project to re-electrify the Cascade dam which the Township had purchased from Consumers Power. That was a long and complex project which resulted in the successful generation of electricity by the dam. Shortly thereafter, the Township appointed me to be the Township Attorney to take over from Walt Freihofer who had held that position for many years. Since then I have worked with the Township continually, first with Law, Weathers (for approximately 32 years) and since 2016 with Varnum. During that time span, there were many interesting issues that were handled. Some produced very exciting results like the dam and others dealt with difficult and painful issues, like the Explorer program incident in the fire department. Through all those years I worked with a number of wonderful people, both elected officials and Township staff. I will fondly remember that experience.

In consultation with my partners here at Varnum, we have determined that now would be a good time to bring our relationship with the Township to a close. There are several reasons behind our decision, including a continuing conflict with the Gerald R. Ford International Airport Authority which has been a Law Weathers/Varnum client even longer than the Township. You and I can discuss the other reasons for our decision if you wish. The firm will continue to serve the Township until a successor Township attorney is chosen and is in place. If there are any outstanding items you would like us to complete after that time, we can do that as well. We wish the Township well in its future endeavors. I truly appreciate having had the opportunity to serve the Township for all these years as do the other members of the firm who have assisted me with this work.

Very truly yours,

VARNUM



John M. Huff

JMH/jfl



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: April 28, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Watermark Properties – Outdoor Gathering Permit Application

FACTS:

Cascade Township has received a request from Watermark Properties for an Outdoor Gathering Permit for various events throughout the month of May. on the property adjacent to the Watermark Country Club (5500 Cascade Rd. SE). The stated number of attendees is between 200 and 300. Attached for your review is:

- Outdoor Gathering Permit Application from Watermark Properties

ANALYSIS & CONCLUSIONS:

Township Staff reviewed the application for the outdoor gathering permit and noise permit from Watermark Properties and offered the following requirements:

- Apply for and receive any necessary permits for temporary structures from the Building Department.

The proposed requirements will be reviewed with the applicant and applicant must agree to abide by all recommendations. The Township has approved similar requests for Watermark Properties in the past which were held without incident.

FINANCIAL CONSIDERATIONS:

There are no financial implications to the Township in approving this Outdoor Gathering permit.

RECOMMENDED ACTION:

To approve the application from Watermark Properties for an Outdoor Gathering Permit for various events in May



RedWater Events
Watermark Country Club
5500 Cascade Rd SE
Grand Rapids, MI 49546

To Whom It May Concern:

Due to the current MDHHS order, which limits indoor gatherings to 25 people, many of our planned events will be held outside this coming year. Please find the events listed below for May which are over 200 people.

- Baby shower, May 2nd, 9am-5pm, 250 people
- Wedding Reception, May 8th, 4pm-11pm, 300 people
- Football Banquet, May 16th, 10am-1pm, 250 people
- Wedding Reception, May 29th, 4pm-11pm, 200 people

We appreciate your consideration on this matter.

Vanessa Snelgrove-Gould
RedWater Events
616-719-4945
vsnelgrove@redwaterevents.com



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

OUTDOOR GATHERING APPLICATION

1. Name of Applicant: Watermark Country Club 2. Name of Property Owner: RedWater Properties

3. Address of Event: 5500 Cascade Rd SE, Grand Rapids, MI 49546

4. Type of Event to be Held: Please see attached

5. Date of Event: Please see attached 6. Hours of Event: Please see attached

7. Number of Attendants: Please see attached

Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective licensee's plans to provide for the following:

- a. Police and Fire Protection
- b. Food and Water Supply and Facilities
- c. Health and Sanitation Facilities
- d. Medical Facilities and Services, including Emergency Vehicles and Equipment
- e. Vehicle Access and Parking
- f. Camping and Trailer Facilities
- g. Illumination Facilities
- h. Communications Facilities
- i. Noise Control and Abatement
- j. Facilities for Clean up and Waste Disposal
- k. Insurance and Bonding Arrangements

In addition, the application shall be accompanied by a map or maps of the overall site of the proposed outdoor assembly.

Signature of Applicant/Property Owner: *Wasssa Snelgrove* Date: 4/8/2021

Office Use Only

Township Board:

Approved: _____ Denied: _____ Date: _____

- a. Police and Fire Protection
 - a. Fire hydrants on property- fire pull boxes should there be an emergency are inside.
 - b. Emergency phone numbers for police and fire protection.
- b. Food and Water Supply and Facilities
 - a. Food and water will be provided by our indoor kitchen.
- c. Health and Sanitation Facilities
 - a. Guests will still have access to our indoor facilities.
- d. Medical Facilities and Services, including Emergency Vehicles and Equipment
 - a. Guests will still have access to our indoor facilities.
- e. Vehicle Access and Parking
 - a. Guests will use existing parking lot.
- f. Camping and Trailer Facilities
 - a. n/a
- g. Illumination Facilities
 - a. Property has underground electrical for supplying lighting.
- h. Communication Facilities
 - a. n/a
- i. Noise Control and Abatement
 - a. Under approved noise ordinance- music to stop at 11:00pm.
- j. Facilities for Clean Up and Waste Disposal
 - a. Use existing waste disposable services.
- k. Insurance and Bonding Arrangements
 - a. Current insurance and bonding arrangements covers our outdoor area. If additional is necessary- please advise.