AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING
Wednesday, July 28, 2021
7:00 P.M.
Wisner Center
2870 Jacksmith Drive SE, Grand Rapids 49546

Public may access the meeting via video conference software Zoom
https://us02web.zoom.us/j/87922345588

Meeting ID: 879 2234 5588
By Phone: 1 (312) 626 6799

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 – 7/12/21
- **2.** Public Safety Advisory Committee – 6/24/21, 5/19/21
- **3.** Governance Committee – 4/28/21, 4/13/21

b. Receive and File Reports
- **1**. Treasurers Department – 2021 Tax Rates

c. Receive and File Education Requests
- **1.** Dan Heyer & Vince Milito – MIAM Fall Conference – Clare, MI – October 28 & 29
- **2.** Colin Forzley – Michigan Fire Inspector Fall Educational Conference – Mt. Pleasant, MI – September 21-24
- **3.** Krissi Brott – MAMC Education Day and Clerking 101 – Frankenmuth, MI - September 1 & 2

d. Receive and File Communication
- **1.** None

Article 7. **Financial Actions**

None

Article 8. Unfinished Business

None

Article 9. New Business

067-2021 Consider Outdoor Gathering Permit for Sparks Belting Company

068-2021 Consider the Issuance of an RFP for Construction Manager Services for the Fire Station #1 Project

069-2021 Consider Proposal(s) from Prein & Newhof and Materials Testing Consultants for Phase 1 Environmental Study and Hazardous Materials Survey for Fire Station #1 Project

070-2021 Consider Revision to Policy for Township Board Committees

071-2021 Consider Residents Request to Use ARP Funds for Internet

072-2021 Consider Township Supervisor Appointments to the Strategic Plan Advisory Committee

073-2021 Consider Policy for Streaming and Recording of Township Meetings

Article 10. Closed Session

Pursuant to Opens Meeting Act 15.268(e) – To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

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

Article 11. Manager Comments

Article 12. Board Member Comments

Article 13. Adjournment

MINUTES OF THE
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING
Wednesday, July 14, 2021
Wisner Center
2870 Jacksmith Dr SE
Grand Rapids, MI 49546
AND
Virtual Zoom Meeting
7:00 P.M.
HYBRID FORMAT

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, Deputy Clerk Brott, DDA/Economic Development Director Korhorn, John Conkling of Tris4Health/Michigan Endurance Holdings, LLC, Mark Bushhouse of Williams Architects, and John VerPlank of Prein & Newhof

Article 2. Supervisor Lesperance led the Pledge of Allegiance.

Article 3. **Approval of Agenda**
Motion for approval by Trustee Shipley, seconded by Trustee Koessel. Motion carried unanimously.

Article 4. **Presentations**
None

Article 5. **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**

1. Craig Meurlin-6333 Thornhills Ct-Wonders how many firms Cascade is contracting with (re: Fire Station Number 1 project)?
2. Ken VanDerKolk-7200 Leyton-He noted that most people who spoke during public comments at the last Board meeting were for buying the Wycliffe property to develop into a park, but 4 people were against it. He wondered how those 4 people carried more weight than the residents? He wondered about plans for a park on Thornapple River Drive.
3. Keely Shay-7486 Alaska Ridge-Distributed a packet re: Cares Act (added to the Supplements of this meeting). She thinks the Board and staff violated the rules and wants more resident oversight to correct the matter.
4. Scot VanSolkema, via Zoom-2570 Orange Ct-He is disappointed about the Wycliffe property not being purchased. He raised a concern about a noise violation re: the Ordinance not to empty dumpster before 7 AM. He has been awakened at 4:30-5 AM many days. Why is this not enforced?

Article 6. Approval of Consent Agenda

a. Receive and File Minutes
1. Township Board – 6/23/2021

b. Receive and File Reports
1. Building Department Report – June 2021

c. Receive and File Education Requests
1. None

d. Receive and File Communication
1. None

Motion by Clerk Slater, seconded by Trustee Shipley, to approve the Consent Agenda. Motion carried unanimously.

Article 7. Financial Actions

None

Article 8. Unfinished Business

None

Article 9. New Business

063-2021 Consider Request to Hold Grand Rapids Triathlon on June 11/12, 2022

DDA/Economic Development Director Korhorn and John Conkling, co-owner of Tris4Health/Michigan Endurance Holdings, LLC, gave a brief presentation about 2021's triathlon and its success.

Motion for approval by Trustee Koessel, seconded by Trustee Shipley. Motion carried unanimously.

064-2021 Consider Township Event – Cascade Heritage Day – on September 25, 2021

Manager Swayze gave a brief presentation about the proposed event.

Motion for approval by Trustee Koessel, seconded by Trustee Shipley. Motion carried unanimously by roll call vote.

065-2021 Consider Project Award – Professional Architectural/Engineering Services for Fire Station #1

Mark Bushhouse, President/Principal-in-Charge of Williams Architects and John VerPlank of Prein & Newhof made a brief presentation.

Motion for approval by Trustee Shipley, seconded by Trustee Noordhoek. Motion carried unanimously by roll call vote.

066-2021 Consider Proposed Resolution to Modify Strategic Planning Process ***(Information Added: 7-13-21)*** (*Roll Call)*

Considerable Board discussion.

Motion for approval by Supervisor Lesperance, seconded by Trustee Shipley to form a Strategic Advisory Committee made up of a Board member (Supervisor will be chairperson), 1 member of the Downtown Development Authority, 2 members of the Planning Commission, and 1 member of the Parks Committee.

DRAFT

Trustee Koessel amended motion to add one more Board member and to make its role strictly advisory; will report to Board regularly, and the Board retains full authority and responsibility. Motion carried unanimously by roll call vote.

Article 10. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)

1. Craig Meurlin-There will be buy-in from citizens if they see themselves represented. The Board should get resident input for the Strategic Planning Process and not just re-prioritize the old plan.

Article 11. Manager Comments

1. The Kent County Road Commission has completed projects on Cascade Rd. and Burton St. Upcoming projects include Beard Dr. and Centennial Office Park.
2. Received a little over $2M in Recovery Act funds. We'll receive half the funds now, and the other half in a year. These funds can be allocated no later than 2024, and spent by 2026. Much of the expenditures of these funds will be decided after the Strategic Plan is completed, and plans for broadband are researched.
3. Since the mandate has been lifted regarding public meetings, the Governance Committee recommends that meetings be broadcast live and archived properly, but that public comment be in-person. A policy memo will be brought for consideration to the next Board meeting, which will be conducted over Zoom and in-person.

Article 12. Board Member Comments

1. Trustee Noordhoek-Found there is no place to put retired flags. Discussion followed about the box that was in the library entrance.
2. Treasurer McDonald-Suggested that education for the Board is needed.
3. Trustee Shipley-Re the Alaska Ridge residents and broadband internet needs, we ought to have a way for them to gain access.
4. Supervisor Lesperance-The Strategic Plan is a great opportunity to get together. Re current Court of Appeals case, subcommittees have to be careful to follow all rules relating to the OMA, as they could be personally liable for violations.

Article 13. Adjournment

Motion to adjourn by Treasurer Peirce, seconded by Trustee McDonald. Motion carried unanimously.
Meeting adjourned at 9:04 pm.

Krissi Brott
Deputy Clerk

Approved by:

_____
Grace Lesperance, Supervisor

_____
Susan B. Slater, Clerk

DRAFT

CASCADE CHARTER TOWNSHIP

PUBLIC SAFETY ADVISORY COMMITTEE MEETING
June 24, 2021 at 9:00am
Large Conference Room at Fire Station #1
2865 Thornhills 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. **Review of Fire Station #1 Architecture Proposals**

   Chief Magers began the review of each one of the Fire Station #1 architectural and engineering proposals. For each proposal, Chief Magers had a sheet on the wall which detailed costs, partnerships, pros, cons and reference projects. Once review was completed, discussion ensued related to the merits of each proposal. The committee recommended that they conduct interviews with the top three proposals.

   The committee reviewed the proposals and removed proposals from the process one-by-one. The final three proposals were:
   - Tower Pinkster / BRW
   - The Collaborative / KZF
   - Williams Architects

   Motion by Trustee Shipley, supported by Trustee Noordhoek to direct staff to schedule interviews with the three firms selected. Motion carried.

2. **Station #2 Outbuilding**

   Chief Magers reviewed a cost estimate put together by Progressive AE regarding certain training element that could be potentially incorporated into the Station #2 outbuilding project. The proposed changes would potentially add $53k - $60k to the project. Discussion ensued. Conversation was had regarding g a potentially more comprehensive training facility at Station #2 in the future. Consensus was that given the two major projects already underway (Station #2 outbuilding and Station #1 build) adding to the scope of the project would not be advantageous at this time. Direction to staff was to continue with the project as previous approved by the Township Board.

   No action, staff direction only.

Adjournment: Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 10:56 am
Approved by the Public Safety Advisory Committee – July 21, 2021

CASCADE CHARTER TOWNSHIP

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

Members Present: Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CASCADE CHARTER TOWNSHIP

GOVERNANCE COMMITTEE MEETING
April 28, 2021 at 9:00am
Held via Zoom Remote Conferencing Software &
Small Conference Room at Township Hall
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

Members Present: Trustee Koessel, Trustee Noordhoek, Clerk Slater

Others Present: Township Manager (TM) Ben Swayze

Call to Order: Meeting was called to order at 9:00 am

Business: The Governance Committee discussed the following items:

1. **Approval of the March 31, 2021 Meeting Minutes**

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

   Motion by Trustee Koessel, Supported by Trustee Noordhoek to approve the minutes of the March 31st meeting. Motion Carried.

2. **Interview of McKenna regarding Strategic Plan Proposal.**

   The Governance Committee interviewed McKenna regarding their strategic plan proposal.

3. **Interview of BerryDunn Regarding Strategic Plan Proposal**

   The Governance Committee interviewed BerryDunn regarding their strategic plan proposal.

Discussion ensued. The Committee indicated that there were pros and cons to all three proposals. There was agreement that McKenna seemed to have the best grasp of Cascade Township and the opportunities and challenges. Dr. Bender may have challenges being a sole proprietor with limited resources. BerryDunn does not have a local office. McKenna had the most competitive cost proposal and the most robust public input process.

Motion by Trustee Koessel, Supported by Trustee Noordhoek to recommend the Township Board select McKenna for the Township Strategic Plan. Motion Carried.

Adjournment: Motion by Trustee Noordhoek, Supported by Trustee Koessel to adjourn the meeting. Motion carried. Meeting adjourned at 11:14 am

Approved by the Governance Committee – June 23, 2021

CASCADE CHARTER TOWNSHIP

GOVERNANCE COMMITTEE MEETING
April 13, 2021 at 9:00am
Held via Zoom Remote Conferencing Software &
Small Conference Room at Township Hall
5920 Tahoe Dr. SE, Grand Rapids, MI 49546

Members Present: Trustee Koessel, Trustee Noordhoek, Clerk Slater

Others Present: Township Manager (TM) Ben Swayze

Call to Order: Meeting was called to order at 3:02 pm

Business: The Governance Committee discussed the following items:

1. **Interview of Dr. Lewis Bender regarding Strategic Plan Proposal.**

   The Governance Committee interviewed Dr. Bender regarding his strategic plan proposal.

Discussion ensued. The Committee requested TM Swayze set-up interviews with McKenna and BerryDunn. TM Swayze indicated he would try to set the interviews for the regularly schedule Governance Committee meeting on 4/28

Adjournment: Motion by Trustee Noordhoek, Supported by Trustee Koessel to adjourn the meeting. Motion carried. Meeting adjourned at 4:01pm

Approved by the Governance Committee – June 23, 2021

SUMMER 2021 ORIGINAL TAX ROLL SUMMARY

	MILLAGE	AD VALOREM	IFT	COMBINED	*2020 COMBINED*	*2019 COMBINED*	*2018 COMBINED*	*2017 COMBINED*	*2016 COMBINED*	*2015 COMBINED*	*2014 COMBINED*
ORIGINAL T.V.		**1,770,300,459**	**29,842,403**	**1,800,142,862**	**1,757,051,555**	**1,669,865,710**	**1,598,462,957**	**1,520,044,695**	**1,466,956,639**	**1,482,885,354**	**1,424,328,985**
CALEDONIA OPERATING	9.0000	1,437,577.66	111,545.31	1,549,122.97	1,468,096.97	1,237,880.92	1,189,247.91	1,090,046.79	994,415.89	973,219.05	953,788.78
CALEDONIA DEBT	3.5000	847,638.74	44,348.37	891,987.11	855,768.88	755,702.89	721,872.54	682,529.56	650,256.21	721,346.40	703,162.99
FOREST HILLS OPERATING	8.8913	3,472,623.83	21,330.94	3,493,954.77	3,470,277.43	3,386,745.51	3,224,220.76	3,003,648.81	2,910,272.68	2,841,685.05	2,735,665.61
FOREST HILLS DEBT	3.0500	4,541,194.07	8,022.62	4,549,216.69	4,845,188.00	4,677,845.49	4,646,995.35	4,868,716.12	4,719,014.46	4,742,811.41	4,602,256.99
FOREST HILLS RECREATION	0.4923	732,945.73	1,294.88	734,240.61	721,439.43	698,940.16	670,379.52	638,556.47	617,917.01	610,339.90	584,766.93
LOWELL OPERATING	8.6725	55,485.45		55,485.45	50,301.93	50,229.47	39,836.88	38,076.26	34,179.57	34,883.72	32,169.11
LOWELL DEBT	3.5000	137,320.94		137,320.94	133,304.53	126,502.07	119,511.04	114,375.21	112,914.44	109,417.11	105,297.45
LOWELL BLDG/SITE	0.4941	19,384.35		19,384.35	18,280.37	17,629.31	16,753.99	16,132.01	16,080.78	15,630.04	15,041.89
STATE EDUCATION	6.0000	10,526,939.17	135,214.72	10,662,153.89	10,362,955.27	9,862,536.55	9,416,996.29	8,931,526.09	8,566,546.50	8,308,498.42	7,971,251.92
KENT INTERMEDIATE	5.5157	9,763,844.62	84,397.59	9,848,242.21	9,687,368.21	9,296,488.66	8,936,087.87	8,512,513.30	6,943,056.11	6,952,642.64	6,538,921.95
GR COMMUNITY COLLEGE	1.7307	3,063,855.21	26,481.95	3,090,337.16	3,039,796.19	2,917,049.53	2,803,899.89	2,671,024.99	2,589,350.81	2,592,926.36	2,490,600.79
KENT COUNTY OPERATING	4.1850	740,873,085.00	64,036.08	740,937,121.08	7,349,511.69	7,053,405.13	6,774,437.32	6,427,293.90	6,203,919.71	6,212,485.02	5,967,322.00
CCT ADMIN FEE	@ 1.00%	419,936.10	4,966.57	424,902.67	419,883.41	400,670.60	385,427.88	369,805.96	343,440.02	341,020.04	326,863.13
TOTAL SUMMER COLLECTION		**775,891,830.87**	**501,639.03**	**776,393,469.90**	**42,422,172**	**40,481,626**	**38,945,667**	**37,364,245**	**34,701,364**	**34,456,905**	**33,027,109.54**

Note: Based on Original 2021 Taxable Values. Reduction in T.V. is expected through the year due to pending MTT/STC and Board of Reviews.

Total T.V.	**1,800,142,862.00**	**1,757,051,555**	**1,669,865,710**	**1,598,462,957**	**1,520,044,695**	**1,466,956,639**	**1,482,885,354**	**1,424,328,985**
Taxable Value % Change	102.45%	105.22%	104.47%	105.16%	103.62%	98.93%	104.11%	103.79%
Personal Property	102,561,200	111,265,400	103,321,000	103,133,400	100,455,800	104,540,700	145,802,000	138,120,500

TAX UNITS AND RATES FOR CASCADE TOWNSHIP
2021

2021		AD VALOREM				IFT	
		100%	0%	COMMERCIAL	INDUSTRIAL	REAL	PERSONAL
CALEDONIA OPERATING (S/W)		-	9.0000	3.0000	-	4.50000	-
CALEDONIA DEBT (S/W)		3.5000	3.5000	3.5000	3.5000	1.75000	1.7500
FOREST HILLS OPERATING (S)		-	8.8913	2.8913	-	4.44565	-
FOREST HILLS OPERATING (W)		-	8.8911	2.8911	-	4.44555	-
FOREST HILLS DEBT (S/W)		3.0500	3.0500	3.0500	3.0500	1.52500	1.52500
FOREST HILLS RECREATION (S)		0.4923	0.4923	0.4923	0.4923	0.24615	0.24615
FOREST HILLS RECREATION (W)		0.4922	0.4922	0.4922	0.4922	0.24610	0.24610
LOWELL OPERATING (S/W)		-	8.6725	2.6725	-		
LOWELL DEBT (S/W)		3.5000	3.5000	3.5000	3.5000		
LOWELL BLDG/SITE (S/W)		0.4941	0.4941	0.4941	0.4941		
STATE EDUCATION (S)		6.0000	6.0000	6.0000	-	6.00000	-
KENT INTERMEDIATE (S)		5.5157	5.5157	5.5157	5.5157	2.75785	2.75785
GR COMMUNITY COLLEGE (S)		1.7307	1.7307	1.7307	1.7307	0.86535	0.86535
KENT COUNTY OPERATING (S)		4.1850	4.1850	4.1850	4.1850	2.09250	2.09250
KENT COUNTY JAIL (W)		0.7645	0.7645	0.7645	0.7645	0.38225	0.38225
KENT COUNTY SENIOR (W)		0.4842	0.4842	0.4842	0.4842	0.24210	0.24210
KENT COUNTY VETERANS (W)		0.0482	0.0482	0.0482	0.0482	0.02410	0.02410
KENT COUNTY ZOO/MUSEUM (W)		0.4261	0.4261	0.4261	0.4261	0.21305	0.21305
KENT COUNTY EARLY CHILDHOOD (W)		0.2441	0.2441	0.2441	0.2441	0.12205	0.12205
KENT DISTRICT LIBRARY (W)		1.2581	1.2581	1.2581	1.2581	0.62905	0.62905
CCT OPERATING (W)		0.9607	0.9607	0.9607	0.9607	0.48035	0.48035
CCT FIRE (W)		1.3005	1.3005	1.3005	1.3005	0.65025	0.65025
CCT POLICE (W)		0.4538	0.4538	0.4538	0.4538	0.22690	0.22690
CCT LIBRARY (W)		0.1482	0.1482	0.1482	0.1482	0.07410	0.07410
CCT PATHWAY (W)		0.3475	0.3475	0.3475	0.3475	0.17375	0.17375
CCT OPN SP (W)		0.2274	0.2274	0.2274	0.2274	0.11370	0.11370
TOTAL							
SUMMER	CALEDONIA	20.9314	29.9314	23.9314	14.9314	17.96570	7.46570
	FHPS	20.9737	29.8650	23.8650	14.9737	17.93250	7.48685
	LOWEL	21.4255	30.0980	24.0980	15.4255		
WINTER	CALEDONIA	10.1633	19.1633	13.1633	10.1633	9.58165	5.08165
	FHPS	10.2055	19.0966	13.0966	10.2055	9.54830	5.10275
	LOWEL	10.6574	19.3299	13.3299	10.6574		
YEARLY	CALEDONIA	31.0947	49.0947	37.0947	25.0947	27.5474	12.5474
	FHPS	31.1792	48.9616	36.9616	25.1792	27.4808	12.5896
	LOWEL	32.0829	49.4279	37.4279	26.0829	-	-

KDL MILLAGE STATED AS OF 2020

Cascade Charter Township
Seminar/Conference Attendance Request Form

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over $1,000 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over $1,000 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: Daniel Heyer Application Date: 7-14-21

Conference/Seminar Date: 10-28-21 & 10-29-21

Location of Seminar/Conference: Clare, Mich.

Name of Proposed Seminar/Conference: MIAM Fall Conference

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

(over)

How will the Seminar/Conference benefit the employee and the township? _____

To stay current with code changes and receive CEU's as required by P.A. 407

Cost of the Seminar/Conference: (Registration) $ 250.00 (includes yearly dues)

Lodging $ 100.00 Travel $ 95.00

Account #: 249-371-724-000

Your Signature: Daniel Hoeyer

Approvals:

Department Head: BCW Date: 7.14.21

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

Mechanical Inspectors Association of Michigan
560 Barrington Road • Grosse Pointe Park, MI 48230
248-649-5443 • Fax 313-483-7192
s_schippert@yahoo.com • mechanicalinspector.com

MIAM FALL CONFERENCE

OCTOBER 27-29, 2021
Doherty Hotel, 602 N. McEwan, Clare, MI

20 Credits - 12 Plan Review, 4 Admin, 4 Technical

Wednesday 10/27/21

1:00 PM – 5:00 PM	Technical (4 Credits)
5:00 PM – 7:00 PM	President's Reception (Snacks and Beverages)

Thursday 10/28/21

8:00 AM – 4:00 PM	Plan Review (6 Credits) & Admin (2 Credits)
Noon	Light Lunch (Everyone welcome)
5:00 PM – 6:30 PM	Bingo / Pizza
8:00 PM - ???	Champagne Reception

Friday 10/29/21

8:00 AM – 4:00 PM	Plan Review (6 Credits) & Admin (2 Credits)
11:30 AM – 12:30 PM	Lunch & Awards

✱ **Attendees must be dues paid for 2021 in order to receive credits.**

MIAM will arrange hotel reservations - please do not contact the hotel directly.

X $275 registration fee includes classes, one night's stay, breakfast & lunch on Thursday and Friday
__ Additional night's stay is $100
__ Two or three day education only fee is $175 and includes breakfast & lunch
__ One day education only fee is $125 and includes lunch

Full Name Daniel Heyer Cell 616-822-5845

Email Dan@cascadetwp.com BCC# 2206

Spouse/Guest Name _____

Payment Method: ☐ Check Payable to MIAM ☐ Visa ☐ Master Card

_____

Credit Card Number **CVV** **Exp Date**

_____

Billing Address **City** **Zip Code**

MECHANICAL INSPECTORS ASSOCIATION OF MICHIGAN

560 Barrington Road, Grosse Pointe Park, Michigan 48230

(248) 649-5443 FAX (313) 483-7192

s_schippert@mechanicalinspector.com

ACTIVE/CONTRIBUTING/SUSTAINING MEMBER

APPLICATION AND DUES INVOICE 2021

NAME Dan Heyer
REG # 2206 (for registered inspectors only)
COMMUNITY/COMPANY Cascade Twp
ADDRESS 3070 Charlevoix dr SE suite 175
CITY, STATE, ZIP G.R. Mich. 49546
PHONE 616-949-3765 ex. 325
FAX _____
EMAIL Dan@cascadetwp.com
CELL _____

Are you currently employed as a mechanical inspector? ☐YES ☑NO plbg

Are you a new member of MIAM? ☑YES ☐NO

$75 PER CALENDAR YEAR

Payment method: Check___ MasterCard___ Visa___

Make checks payable to **MECHANICAL INSPECTORS ASSOCIATION OF MICHIGAN** and forward with application to above address.

_____

Credit Card Number **Exp. Date** **CVV** **Signature**

Billing address if different from above: _____

Address **City** **State** **Zip Code**

"Dues payments are deductible by members for Federal income tax purposes as ordinary and necessary expenses within the limits of the Internal Revenue Code. However, such payments are not to be construed as charitable contributions or gifts for Federal income tax purposes."

HONORARY MEMBERS CONFIRM INFORMATION AND PLEASE FORWARD TO MIAM

Maintain Improve And Monitor

Cascade Charter Township
Seminar/Conference Attendance Request Form

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over $1,000 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over $1,000 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: VINCENT C. MILITO Application Date: 6.23.21

Conference/Seminar Date: OCTOBER 27, 28 & 29TH

Location of Seminar/Conference: 602 N McEWAN, CLARE, MI

Name of Proposed Seminar/Conference: MIAM FALL CONFERENCE

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

(over)

How will the Seminar/Conference benefit the employee and the township? Maintain Required Continuing Education Hours for Registration Requirements.

Cost of the Seminar/Conference: (Registration) $ 275.00

Lodging $ ~~200.00~~ Travel $ 90 mi

Account #: 249-331 + 724-000

Your Signature: Dino C. Milito

Approvals:

Department Head: BWM Date: 7.13.21

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

Mechanical Inspectors Association of Michigan
560 Barrington Road • Grosse Pointe Park, MI 48230
248-649-5443 • Fax 313-483-7192
s_schippert@yahoo.com • mechanicalinspector.com

MIAM FALL CONFERENCE

OCTOBER 27-29, 2021

Doherty Hotel, 602 N. McEwan, Clare, MI

20 Credits - 12 Plan Review, 4 Admin, 4 Technical

Wednesday 10/27/21

1:00 PM – 5:00 PM	Technical (4 Credits)
5:00 PM – 7:00 PM	President's Reception (Snacks and Beverages)

Thursday 10/28/21

8:00 AM – 4:00 PM	Plan Review (6 Credits) & Admin (2 Credits)
Noon	Light Lunch (Everyone welcome)
5:00 PM – 6:30 PM	Bingo / Pizza
8:00 PM - ???	Champagne Reception

Friday 10/29/21

8:00 AM – 4:00 PM	Plan Review (6 Credits) & Admin (2 Credits)
11:30 AM – 12:30 PM	Lunch & Awards

Attendees must be dues paid for 2021 in order to receive credits.

MIAM will arrange hotel reservations - please do not contact the hotel directly.

✓ $275 registration fee includes classes, one night's stay, breakfast & lunch on Thursday and Friday
Additional night's stay is $100
__ Two or three day education only fee is $175 and includes breakfast & lunch
__ One day education only fee is $125 and includes lunch

Full Name Vincent C. Milito Cell 616-340-1058

Email VMilito@CANNONTWP.COM BCC# 005362

Spouse/Guest Name _____

Payment Method: ☐ **Check Payable to MIAM** ☐ **Visa** ☐ **Master Card**

_____

Credit Card Number **CVV** **Exp Date**

_____

Billing Address **City** **Zip Code**

Cascade Charter Township Seminar/Conference Attendance Request Form

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over $1,000 requires Township Board approval before the seminar/conference is attended.
4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over $1,000 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: Colin Forzley Application Date: 7/21/2021

Name of Proposed Seminar/Conference: Michigan Fire Inspector Fall Educational Conference

Seminar/Conference Date(s): September 21-24, 2021

Location of Seminar/Conference: Mount Pleasant, MI

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

See Attached

How will the Seminar/Conference benefit the employee and the township?

Helps keep up to date with the newest trends for fire inspections, also provides continuing education credits required for maintaining current certifications

Cost of the Seminar/Conference:

Registration $ 395.00

Lodging $ 497.04

Travel $ Township Vehicle

Account # _____

Applicant: _____
Signature

Approvals:

Department Head: _____ 7-23-21
Signature *Date*

Township Manager: _____ 7-23-21
Signature *Date*

Clerk: _____
(Signature Indicates Township Board Approval) *Date*

- Original to Personnel File
- 1 Copy to Applicant
- 1 Copy to Accounting

Room Details

Soaring Eagle Casino and Resort
6800 Soaring Eagle Blvd, .,
Mt. Pleasant, Michigan 48858
1-877-232-4532
callcenterleads@sagchip.org
http://www.soaringeaglecasino.com

Confirm #[redacted]

First Class 2 Queen Hearing Accessible **$436.00**
Michigan Fire Inspectors Society 4 Nights ^

Sep 20, 2021	$109.00
Sep 21, 2021	$109.00
Sep 22, 2021	$109.00
Sep 23, 2021	$109.00

FIRE[redacted] Applied

Dates
Mon, Sep 20, 2021
Fri, Sep 24, 2021 (4 Nights)

Guests
1 Adult

Guest Information
Colin Forzley
cforzley@cascadetwp.com
[redacted]

Payment Method
Card ending in [redacted]

Cancel Room

Taxes and Fees: **$61.04** ^
Resort Fee $34.89
SCIT Tax $26.16

Total: $497.04

72nd Annual
Fall Educational Conference
September 21-24, 2021

TUESDAY, SEPTEMBER 21

8:00am–9:00am **Registration | Breakfast** (included with registration fee)

9:00am–10:00am **Welcome and State Fire Marshal's Update**
Kyle Svoboda, MFIS President and SFM Kevin Sehlmeyer

10:00am–10:15am **Networking Break with Exhibitors**

10:15am–12:15pm **Keynote Session: Capacity – Taking Care of Your Greatest Asset**
Chris Johnson, CEO and Founder of On Target Living

As the world speeds-up faster and faster, organizations and their people try to keep up. We all want to upgrade our ability to do more, have more, and – most importantly – give more. We are running out of space in our lives, and it is time to reprogram our human capacity. We are all looking for more productivity and better performance from ourselves and our people. This session will change the way you think about productivity and performance and how to achieve both. *Capacity* can expand your potential. It will align you with the future you've envisioned and can create a plan to fulfill your purpose.

12:15pm–1:15pm **Lunch** (included with registration fee)

1:15pm–2:45pm **DTE Electrical Training Update**
This course examines the fundamental concepts of hazardous energy and techniques of how best to handle situations when you encounter it, with a specific focus on solar panel fires. This session will include the utility company's level of training and process for handling Energy, what the potential hazards of energy are, the safest way to work in a hazardous energy incident, understanding requirements for providing service to indoor agriculture customers, and techniques when investigating electrical related fires.
Michael Sage, Regional Manager Community and Governmental Affairs and Russ Pogats, Director-Nuclear Support, DTE Energy

2:45pm–3:00pm **Networking Break with Exhibitors**

3:00pm–4:30pm **Drones**
This session will cover the rules, regulations and uses of fire service drones.
Matt Rybar, Program Consultant, Unmanned Vehicle Technologies

4:30pm–6:00pm **Welcome Reception**

WEDNESDAY, SEPTEMBER 22

8:00am–9:00am **Breakfast** (included with registration fee)

9:00am–10:30am **Carbon Dioxide Monitoring**
Updates in the last few cycles of the IFC, NFPA, and NBIC has raised awareness for the requirements for Carbon Dioxide monitoring. However, these codes provide no context or recommendations for monitoring in commercial facilities. This session will provide the scientific basis of CO2, why and how the gas can be deadly to human life, the backgrounds and future of the codes, and an overview of basic gas detection and monitoring occurs.
Josh Pringle, Executive Vice President, CO2Meter, Inc.

10:30am–10:45am **Networking Break with Exhibitors**

72nd Annual Fall Educational Conference

September 21-24, 2021

WEDNESDAY, SEPTEMBER 22 (continued)

10:45am–12:15pm **Carbon Monoxide Safety, An Urgent Call to Action**
Carbon monoxide (CO) is a colorless, odorless, and tasteless non-irritating gas that is imperceptible to human senses and accounts for about 20,000 ER visits each year, making it a leading cause of poisonings in the United States. In this course, you will learn about the National Carbon Monoxide Awareness Association's (NCOAA) recommendations in the prevention of CO poisoning. Specifically, this course covers new equipment in the detection and suppression of CO, national CO poisoning datasets and trends, proposed CO safety code changes, and how to educate your community about CO safety. You won't want to miss this session!
Charon McNabb, President and Founder, National Carbon Monoxide Awareness Association (NCOAA)

12:15pm–1:15pm **Lunch** (included with registration fee)

1:15pm–2:45pm **Annual Business Meeting**

2:45pm–3:00pm **Networking Break with Exhibitors**

3:00pm–5:00pm **Photovoltaic Systems and Firefighter Safety**
This session will cover photovoltaic (PV) array fire experiments, certification requirement, applicable safety standards, attachment requirements, fire classification, required markings, required roof access, and required pathways. The objective is to give attendees a better understanding of the applicable safety concerns for PV systems; how PV systems are installed including PV circuits under the roof deck and associated wiring methods; and PV system marking and Rapid Shutdown.
Jeffrey Fecteau, Senior Regulatory Engineer, UL

THURSDAY, SEPTEMBER 23

8:00am–9:00am **Breakfast** (included with registration fee)

9:00am–10:30am **MSP Fatal Fire Scene Dynamics**
An overview of fatal fire investigations, including scene investigation, the importance of scene preservation, legal considerations, coordination with other agencies and how to obtain resources available to assist with these investigations.
Joseph Allen, Spl/Sgt, Michigan State Police

10:30am–10:45am **Break**

10:45am–12:15pm **What the Medical Examiners Office Needs**
Session will cover fatal fire reporting – the immediate needs of the Office of the Medical Examiner and the Pathologist; cause and manner of death; mechanisms of death – homicides, inhalations, thermal-related injuries, cyanide, carbon monoxide demise, indeterminate; quantitative air quality monitoring of cyanide; preservation of all specimens (body, blood, clothes, projectiles, bones, evidence); and forensic recommendation on specimen collection or preservation of victims.
Tracy St. John, Fire Instructor 1, EMS Instructor Coordinator, Investigator – Western Michigan University

12:15pm–1:15pm **Lunch** (included with registration fee)

1:15pm–1:30pm **MFIS Foundation Update**
A brief update on the Foundation's outreach efforts to educate the citizens across the state on fire safety and the projects currently underway to help support these efforts, along with an overview on the fatal fire statistics.
Kyle Svoboda, Treasurer, MFIS Foundation / President, MFIS

72nd Annual
Fall Educational Conference
September 21-24, 2021

THURSDAY, SEPTEMBER 23 (continued)

1:30pm–2:45pm **Reaching Community Members with Special Abilities**
Accessibility and accommodations for people with disabilities in emergency situations and how first responders can more efficiently and respectfully assist people with disabilities.
Maria Paton-Glassbrook, Community Resilience Coordinator Disability Network Capital Area and Kellie Blackwell, AT Specialist, Michigan Disability Rights Coalition

2:45pm–3:00pm **Break**

3:00pm–4:30pm **Multi-Agency Collaboration for Explosive Fire and Injury Prevention**
During the past decade, injuries from drug manufacturing (honey/butane hash oil and portable methamphetamine), e-cigarettes, and medical oxygen related fires have increased. These incidents have a collective negative impact on the fire service, inspectors, first responders, hospitals/medical teams, and other community organizations. Hence, a collaborative multi-agency approach that capitalizes on each partner's specialized skillsets is essential in addressing the myriad of complex factors contributing to the problem. Using real-life case studies, this session will highlight trends in explosive fire related injuries, unique considerations, challenges, and fire service/medical implications. Ideas on expanding partnerships with burn centers and other community agencies to mitigate these trends will be discussed.
Karla Klas, Managing Director, Injury Prevention and Community Outreach, Michigan Medicine – University of Michigan Trauma Burn Center

5:30pm–6:00pm **Reception**
Cash bar available

6:00pm–8:00pm **Banquet and Awards** (included with registration fee)

FRIDAY, SEPTEMBER 24

8:00am–9:00am **Breakfast** (included with registration fee)

9:00am–12:15pm **Human Behavior & the Means of Egress**
Improve your plan check/inspector decision making skills by gaining insights on how the exiting provisions were established from an historical basis through studies of human behavior. This session is not just about reading codes. You will also learn how/why the exiting provisions were developed and that it's all about humans, from physical characteristics to personalities.
Cheryl L. Domnitch, P.E., Fire Protection Engineer, Interwest Consulting Group

10:30am–10:45am **Break**

12:15pm **Conference Concludes**

72nd Annual
Fall Educational Conference
September 21-24, 2021

CONFERENCE FEES

Society Members	Early Bird	After Aug 29
Full Conference	$395	$445
Daily Rate	$150	$200
Non-Society Members		
Full Conference	$495	$545
Daily Rate	$200	$250

NEW THIS YEAR!
Included with the conference fee is breakfast each day and lunch on Tuesday, Wednesday and Thursday.

HOTEL ACCOMMODATIONS

A block of hotel rooms has been reserved with Soaring Eagle Resort at a rate of $109 plus 6% tribal tax AND 8% resort fee for single/double occupancy. The cutoff date to reserve your room is August 29, however, the hotel block will fill quickly and there is no guarantee that rooms will be available until August 29. Please be sure to reserve your room early.

The cost of the hotel room is not included in the registration fee. Payment for the hotel MUST be paid separately and sent directly to the hotel. To make a hotel reservation, please contact the hotel directly using the link below.

- **Special Instructions:** You must enter the Group Code BEFORE selecting the Check-in and Check-out dates. To enter the Group Code, you please click Promo Code and change selection to Group Code. The **Group Code is FIRE091921.**

Soaring Eagle Resort
6800 Soaring Eagle Blvd., Mt. Pleasant, MI 48858
Telephone: 877.232.4532

Reserve A Room

CONTINUING EDUCATION POINTS

There will be 21.5 continuing education points for the entire program. To receive these points, members will be scanned in/out and the report will be sent to the State of Michigan. Non-members will need to sign attendance forms at the end of each session.

MEMBERSHIP/RENEWAL

You can become a Michigan Fire Inspectors Society member or renew your membership online ($30 per year).

PAYMENTS AND REFUNDS

Registration must be received by August 29, 2021, to take advantage of early bird rates. Conference refunds will not be returned for cancellation after August 29, 2021. Last day to register online is September 15, 2021.

REGISTRATION

Registration will be online with two payment options available for your convenience. If you do not immediately receive an email confirmation, the process is not complete. Please contact Tammi Connell for assistance (contact information below).

Online Registration - Pay with Credit Card
Please visit our website at www.mfis.org/trainings. The conference information is posted on the main page, just click on the REGISTER HERE link. Fill out the registration form and choose the PayPal payment option (you do not need a PayPal account). Once registration is complete, you will receive a confirmation via email and you are done!

Online Registration - Pay with Check
Please visit our website at www.mfis.org/trainings. The conference information is posted on the main page, just click on the REGISTER HERE link. Fill out the registration form and choose the check payment option. Once registration is complete, you will receive confirmation via email. Send a copy of the confirmation along with your check, payable to **Michigan Fire Inspectors Society**, to the address below and you are done!

Please direct all questions and payments to:
Michigan Fire Inspectors Society
P.O. Box 594
DeWitt, MI 48820
email: administrator@mfis.org
phone: 517.899.1304

Cascade Charter Township
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4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over $1,000 for a conference or seminar prior to Township Board approval. The request must be made before attendance to a seminar/conference. The Township Board will be informed of request at their next scheduled meeting.

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

Name: Krissi Brott Application Date: 7/23/21

Conference/Seminar Date: September 1-2, 2021

Location of Seminar/Conference: Frankenmuth, MI

Name of Proposed Seminar/Conference: MAMC Free Education Day and Clerking 101

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

(over)

How will the Seminar/Conference benefit the employee and the township? Both Free Education Day & Clerking 101 give both a legislative update and an overview of Clerks' duties. Also, this is an opportunity to network.

Cost of the Seminar/Conference: (Registration) $ Free Education Day - Free, Clerking 101 = $101.00 < $100.00

Lodging $ 127.33 Travel $

Account #: 101-215-724-000

Your Signature: Kim Brott

Approvals:

Department Head: Kim Brott Date: 7/23/21

Township Manager: Date: 7/23/21

Clerk's Signature: Date:

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

Education Day

MAMC Free Education Day

September 1, 2021

Bavarian Inn, Frankenmuth, MI

~ The Clerk of the Year awards will be presented at a luncheon during this event ~

This event is free for MAMC members and MiPMC points will be awarded to member attendees.

Registration is required because space is limited to 220 people!

WALK-IN's will NOT be admitted! You MUST be a registered attendee!

Hotel Reservations

There is a block of rooms being held at a **rate of $119** per standard double room.

Reservations can be made by calling **1.855.652.7200. The group code is 1396M0**

Agenda

9:00 a.m. - 10:30 a.m. **MAMC Annual Meeting**

10:30 a.m. - 11:00 a.m. **The MAMC Board... Did you know?**
Have you ever thought about serving on the MAMC Board of Directors? This session will address what serving would mean for you!

11:00 a.m. - 12:00 p.m. **Clerk of the Year Awards**

12:00 p.m. - 1:30 p.m. Clerk of the Year Luncheon

1:30 p.m. - 2:00 p.m. **Legislative Update**
You'll hear from the MAMC Legislative Committee on up and coming legislative changes.

2:00 p.m. - 3:00 p.m. **Redistricting, Bureau of Elections**
You've heard of the Citizens Redistricting Commission... But what is it really and how does it impact Clerks. Jonathan Brater, Director of Election will provide a high level overview of how redistricting works!

3:00 p.m. - 3:15 p.m. Break

3:15 p.m. - 5:00 p.m. **Redistricting... What every Clerk needs to know and do!**
This session will answer all of your questions on how redistricting impacts local Clerks, from the smallest to largest communities! You have a lot of work to do... and you don't even know it!!

This will be a practical panel discussion from Clerk's who have "mapped" their way through the redistricting process!

Clerking 101

September 2, 2021

Bavarian Inn, Frankenmuth, MI

This event is $101 for members and $150 for nonmembers. MiPMC points will be awarded to member attendees.

Registration is required because space is limited to 220 people!

WALK-IN's will NOT be admitted! You MUST be a registered attendee!

Hotel Reservations

There is a block of rooms being held at a rate of $119 per standard double room.

Reservations can be made by calling 1.855.652.7200. The group code is 1396M0

Agenda

Session topics, 9:00 a.m. – 5:00 p.m.
Welcome
Agendas, Minutes & Resolutions
Governing Laws & Ordinances
Parliamentary Procedure & Rules
Accounting & Budgeting
Lunch
Ethics & Code of Conduct
Open Meetings Act
Freedom of Information Act
Elections
Adjourn

Free Ed Day Registration

Click here to register.

You must be logged in BEFORE registering to access the member rate! Login Now!

VIRTUAL Free Education Day Recording and Presentations

Thank you all for the positive feedback!

Only members who registered and attended Free Ed Day will receive education points.

Recording:

- Free Education Day *(2 recordings – will play back to back)*
- Question & Answer section

Presentations:

- Open Meetings Act – Chris Johnson, General Counsel, MML
- Early Vote 1 - Natalie Adona - Nevada County, CA
- Early Vote 2 - David Stafford - Escambia County, FL
- Early Vote 3 - Mary Hall - Broward County, FL
- Early Vote 4 - Brian Corley - Pasco County, FL
- Early Vote 5 - Joseph Kirk - Bartow County, GA
- Bureau of Elections Update – Jonathan Brater and Team

Email Us

120 N. Washington Square, Suite 110A, Lansing, MI 48933
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Web Design by Gravity Works

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Consider Outdoor Gathering Permit for Sparks Belting Company

Meeting Date: July 28, 2021

Sparks Belting Company would like to hold an outdoor gathering at their place of business, 5005 Kraft Ave. SE, on August 6, 2021. The Township has an Outdoor Gathering Ordinance that states any outdoor event that exceeds 200 persons must apply for an Outdoor Gathering Permit.

Sparks Belting will have an estimated 200-250 people at an open house type of event. Since it is an open house style event, they do not expect more than 100 people on site at a time. Food will be served via two (2) food trucks on site.

The event is being held at their facility so water and restroom facilities are adequately provided, although additional port-a-pots will be available. They will have security and first responders on site for the event, but any additional police protection will be served by the Kent County Sheriff Department (KCSD) and fire protection will be served by Cascade Fire.

Vehicles will park on site in the front parking lot with security assisting with traffic control.

Both Deputy Dieppa and Chief Magers are aware of the event and layout. Neither had additional questions or concerns.

The applicant has provided additional information on the event, which is included in the packet along with a site map and certificate of insurance.

CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7192

OUTDOOR GATHERING APPLICATION

1. **Name of Applicant**:Sparks Belting Company, Inc. 2. **Name of Property Owner**: FOURTY FOURTH 4460, LLC

3. **Address of Event**: 5005 Kraft Ave SE, Grand Rapids, MI 49512

4. **Type of Event to be Held**: Facility Open house. Guided tour of new facility and lunch provided.

5. **Date of Event**:August 6, 2021 6. **Hours of Event**: 12:00pm – 3:30pm

7. **Number of Attendants**: 200 – 250 expected

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: Date: 7/8/21

Office Use Only

Township Board:

Approved:_____ Denied:_____ Date:_____

a. We will have 2 trained security guards on site throughout the day, both retired law enforcement to help with general security and first response should any issue arise. They will also be assisting with traffic control should that become an issue. They will ensure that the fire hydrant is fully accessible in the event of a fire. They will ensure that the road is fully free flowing and accessible to other businesses and the airport viewing area throughout the event. In the event of a true emergency we will call 911.
b. We will be providing food via 2 food trucks that are able to accommodate over 400 people each. We will be providing free bottles of water throughout the day in a cooler that will be manned by an employee to ensure it is always full and available. We will have seating for 80, 40 seats will be under a tent and 40 seats will be outside of the tent. In the event of inclement weather or severe weather conditions, we have a 110,000 S.F. building that would easily accommodate the entire group that is present until any weather threats passed.
c. We will have 2 port a potties available on that day. Delivered the day of and picked up the same day after the event. We also have 2 women and 2 men's restroom in the building that are all handicap accessible and will be available to those with special needs or if we find the need.
d. We have multiple first aid stations in the building and will have trained first responders (retired) on site in the event and would utilize the 911 system in the event of an emergency.
e. We are using a portion of our front designated parking lot for the event with parking for workers in the front and for the guests to the side. Our security will be assisting with traffic control should that become an issue. They will ensure that the fire hydrant is fully accessible in the event of a fire. They will ensure that the road is fully free flowing and accessible to other businesses and the airport viewing area throughout the event.
f. None involved or allowed
g. Day event, no illuminating necessary
h. None is expected to be needed but the office will be open with phone lines available.
i. We do not expect more than 100 people to be on site at any given time with half of the attendees being in the building on a tour and the other half outside in the seating area eating lunch. There is no band. There will be a microphone for announcements. Noise is not expected to be a problem.
j. The event ends at 3:30. Tents and tables will be broken down and either stored in the building or set out for vendor pickup that day. Port a potties will be picked up that evening after the open house. Food trucks are self-contained and will leave that day. All other items will be cleaned up and put in the building before the end of the work day.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Grand Rapids 85 Campau Ave NW, Ste 100 Grand Rapids MI 49503	CONTACT NAME: PHONE (A/C, No, Ext): 616-855-7900 FAX (A/C, No): 616-855-7910 E-MAIL ADDRESS: GRCerts@hylant.com
INSURED JSJCORP-01 Sparks Belting Company Inc 3800 Stahl Drive Grand Rapids, MI 49546	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Indemnity Co of CT	25682
INSURER B : Travelers Prop Cas Co of Amer	25674
INSURER C : Continental Insurance Company	35289
INSURER D : Standard Fire Insurance Co.	19070
INSURER E : Federal Insurance Company	20281
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1441881012 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR X Incl XCU X Incl contractual GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			GL474M6422	4/1/2021	4/1/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG SIR incl in limit	$ 1,000,000 $ 1,000,000 $ Excluded $ 2,000,000 $ 5,000,000 $ 2,000,000 $ 250,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CAP0N245877	4/1/2021	4/1/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 0			6012021539	4/1/2021	4/1/2022	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000 $
D B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			UB2P549907 UB2P549133	4/1/2021 4/1/2021	4/1/2022 4/1/2022	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
E	Excess Umbrella			93650182	4/1/2021	4/1/2022	Limit	15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Umbrella Liability follows form over General Liability, Automobile Liability and Employers' Liability.

CERTIFICATE HOLDER

For Informational Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Red is event

Yellow is parking

Blue is truck lane

TITLE

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Printed 7/21/2021 10:40:45 AM

CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan 49546-7140

Date: July 28, 2021
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Subject: Request for Proposals – Professional Construction Manager Services for Fire Station #1

FACTS:

At the July 14 Township Board meeting, the Township boarded awarded the contract for Architectural and Engineering services for the Fire Station #1 project to Williams Architecture. As part of the scope of services for that project, Williams Architects are responsible for assisting the Township in selecting an owner's representative/construction manager.

Williams Architects has provided a draft RFP for consideration for construction manager services. The draft RFP was reviewed with the Public Safety Advisory Committee at their July 21 meeting. The primary conversation revolved around whether the Township should seek the services of an at-risk construction manager vs. an owner's representative. An at-risk construction manager holds all of the construction contracts for the project, though they are not allowed to self-perform any of the construction services. An owner's representative assists in the project management activities on behalf of the Township, but holds no contracts, which would be held by a general contractor bidding on the project.

After considering the pros and cons of each, the Public Safety Advisory Committee has recommended that the Township Board entertain a construction manager for the project. By utilizing a construction manager, the Township may be able to phase certain parts of the project in order to meet the preferred timeline for construction (i.e. doing demolition while design is in process). The construction manager model has the potential to ensure best possible pricing for individual trades and ensures individual/firm selection has buy-in into the project.

Attached for your review is:

- Proposed Request for Proposals for Construction Manager/Support Services

ANALYSIS & CONCLUSIONS:

The stated Goals and Objective of the RFP is:

> The CCT goal is to identify Construction Managers qualified to provide the required Construction Manager Services, which should ethically and professionally support the CCT need to coordinate and implement construction activities for the new expansion.

The RFP was designed with the following scope of service:

Preconstruction

a. Acting as the Cost Consultant and establishing preliminary and detailed final estimates of the Cost of the work.
b. Provide an integral part of the design approach.
c. Provide value engineering during the design phase.
d. Attend all design meetings with owner and Architect.
e. Establish bidding procedures in conjunction with owner and Architect.
f. Establish all scope of work bid packages for bidding.
g. Publish notice for pre-qualification of contractors.
h. Solicit a minimum of three (3) bids per trade.
i. Conduct public bidding, open and record all bids.
j. Evaluate all bids, and assist the Architect and engineer in preparing a recommendation and make presentation to Owner.

Construction Management Services

a. Preconstruction services including cost estimating, scheduling, constructability reviews, and value engineering during the design phase.
b. Estimating Cost of the Work and establishing a guaranteed Maximum Price.
c. Scheduling for the Project.
d. Responsibility for all construction management services and general conditions services.
e. Administration/project coordination
f. On site management.
g. All construction management services defined within the Contract documents.
h. Providing cost estimate and advice on a single versus a two phase construction project.

Strong Working Knowledge of Following Trades Required

a. Electrical & Low Voltage Power. Distribution & Lighting Systems.
b. Plumbing
c. Fire Protection
d. HVAC
e. Structural and Civil
f. Landscaping
g. Carpentry
h. Fire Facility Construction
i. Security & Access Systems
j. ADA Construction Requirements
k. Demolition and Excavation
l. Emergency Generator Systems
m. Safety
n. Scheduling, phasing, services and processes

The RFP procurement schedule will still need to be finalized before the RFP is issued. In addition, the Public Safety Advisory Committee have identified the following items for consideration in either the RFP or eventual contract with the Construction Manager;

- Any change orders that raise the approved construction cost more than $1,000 must be reviewed and approved by the Public Safety Advisory Committee
- Cost for construction manager services should be a lump sum or “not to exceed” basis.

Staff will review these recommendations with Williams prior to the meeting and will provide an update during the meeting. The PSAC has recommended the Township Board approve issuing the RFP with the above recommendations.

FINANCIAL CONSIDERATIONS:

The issuance of the RFP will have minimal cost to the Township, primarily staff time and minimal printing and mailing cost.

RECOMMENDED ACTION:

To approve the issuance of the Request for Proposals – Professional Construction Management Services for Fire Station #1

CASCADE CHARTER TOWHSHIP
FIRE STATION NO. 1

REQUEST FOR PROPOSAL

CONSTRUCTION MANAGER (CM) SUPPORT SERVICES

PROJECT NO. 2021-341

14 JULY 2021

WILLIAMS ARCHITECTS

Architecture | Planning | Aquatics | Interiors

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REQUEST FOR QUALIFICATIONS

1. INTRODUCTION

1.1 **PURPOSE:** The Cascade Charter Township (CCT) is requesting written proposals from responsible, qualified Construction Managers to provide construction management at risk services. A brief description is set forth below for your convenience, with detailed requirements found in Section 4 of the RFP, "Services Required from the Construction Manager".

1.2 **PROJECT DESCRIPTION:**
A new 18,000 sf 3 bay, one story Fire Station with a partial mezzanine. Included will be a Day Room, Bunk Rooms, Private Toilet/Shower Rooms, Large Training Rooms, Administrative Offices, a Community Storm Shelter, and Apparatus Bay Support Rooms.

The location will be where the existing station is located. The station will be fully demolished and the site will be fully developed to accommodate the new facility.

Hard construction costs will be $7,000,000 including Construction Management fees.

2. KEY INFORMATION ABOUT THIS RFP

2.1 **RFP CONTACT:** The RFP Contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful Construction Manager.

Chief Adam Magers
Cascade Fire Department
2865 Thornhills SE
Grand Rapids, MI 49546

616-949-1320
amagers@cascadetwp.com

2.2 **QUESTIONS:** Please direct all questions to the RFP Contact. Do not discuss this RFP with any person other than the Project Contact. Questions received less than seven calendar days prior to the due date and time may be answered at the discretion of the CCT. When the answer to a question regarding the RFP may result in a material change to the RFP, we will respond in writing. In that case, we will send the answer to all eligible recipients of the RFP. Only written answers to questions will be binding on this Project.

2.3 **SUBMISSION DEADLINE AND TIMETABLE:** The following dates are set forth for informational and planning purposes; however, the CCT reserves the right to change the dates.

Issue RFP:	??
Due Date/ Time for Qualifications:	??
Selection and Notification of Construction Manager:	??

2.4 **CONSTRUCTION MANAGEMENT CONFERENCE:** Construction Manager conference will not be held relative to this RFP.

2.5 **NUMBER OF COPIES:** Submit signed original and three (3) copies of the qualification documents in a sealed envelope, container as well as an electronic version.

2.6 **OPENING:** The CCT will open all documents that are submitted in a proper and timely manner, and will record the names and other information specified by law and rule. All submittals become the property of the CCT and will not be returned except in the case of a late submission.

2.7 **SUBMITTAL ADDRESS:**

Chief Adam Magers
Cascade Fire Department
2865 Thornhills SE
Grand Rapids, MI 49546

2.8 **BID BONDS OR OTHER SECURITY: NONE**

3. SERVICES REQUIRED FROM THE CONSTRUCTION MANAGER (CM)

This section will include CCT needs, goals and requirements as well as any other specifications. This information should be used by Construction Manager to prepare for submitting qualifications. Construction Manager may submit qualifications considering that all or any combination of the services specified below in Section 3.1 and 3.3 are required.

3.1 Need for Services

The CCY proposes to construct:

A new 18,000 sf 3 bay, one story Fire Station with a partial mezzanine. Included will be a Day Room, Bunk Rooms, Private Toilet/Shower Rooms, Large Training Rooms, Administrative Offices, a Community Storm Shelter, and Apparatus Bay Support Rooms.

The CCT is seeking proposals from Construction Managers to provide at risk CM services to construct the project in its entirety.

3.1.1 Demolition

The CM shall be responsible for the selective demolition for the site.

3.2 Goals and Objectives

The CCT goal is to identify Construction Managers qualified to provide the required Construction Manager Services, which should ethically and professionally support the CCT need to coordinate and implement construction activities for the new expansion.

3.3 Services Required

Construction Manager shall be responsible for the following services:

3.3.1 Preconstruction services will include but not be necessarily limited to:

a. Acting as the Cost Consultant and establishing preliminary and detailed final estimates of the Cost of the work.
b. Provide an integral part of the design approach.
c. Provide value engineering during the design phase.
d. Attend all design meetings with owner and Architect.
e. Establish bidding procedures in conjunction with owner and Architect.
f. Establish all scope of work bid packages for bidding.
g. Publish notice for pre-qualification of contractors.
h. Solicit a minimum of three (3) bids per trade.
i. Conduct public bidding, open and record all bids.
j. Evaluate all bids, and assist the Architect and engineer in preparing a recommendation and make presentation to Owner.

3.3.2 Construction management basic scope of services are to include but not be limited to:

a. Preconstruction services including cost estimating, scheduling, constructability reviews, and value engineering during the design phase.
b. Estimating Cost of the Work and establishing a guaranteed Maximum Price.
c. Scheduling for the Project.
d. Responsibility for all construction management services and general conditions services.
e. Administration/project coordination
f. On site management.
g. All construction management services defined within the Contract documents.
h. Providing cost estimate and advice on a single versus a two phase construction project.

3.3.3 Selected Construction Manager must have a strong working knowledge of construction trades including but not limited to the following:

a. Electrical & Low Voltage Power. Distribution & Lighting Systems.
b. Plumbing
c. Fire Protection
d. HVAC
e. Structural and Civil
f. Landscaping
g. Carpentry
h. Fire Facility Construction
i. Security & Access Systems
j. ADA Construction Requirements
k. Demolition and Excavation
l. Emergency Generator Systems
m. Safety
n. Scheduling, phasing, services and processes

As part of your submission list all trade bid packages anticipated. No self-performing shall be allowed. All trades to be publically bid.

3.4 Selected Construction Manager must develop and maintain a good working relationship with the CCT staff and external resources supporting CCT.

3.5 Staffing Specifications

Provide adequate qualified levels of staffing to perform all work required and specified by the Scope of Work and Services Required.

3.6 Where Services are to be Performed

2865 Thornhills SE
Grand Rapids, MI 49546

3.7 Other Specifications

CM shall provide CCT staff with a designated point of contact or contract manager who will serve as the single point of contact between the CCT and the Contact Person.

4. INSTRUCTIONS FOR PREPARING AND SUBMITTING QUALIFICATIONS:

4.1 GENERAL INSTRUCTIONS:

4.1.1 These instructions prescribe the format and content of the qualifications. They are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect our evaluation and may result in disqualification.

4.1.2 The response – completed, signed, and returned – will constitute the Proposals. A signed original and the designated number of copies are required (see Section 2 of the RFP "Key Information about this RFP"). Failure to submit the required number of copies may prevent the qualifications from being evaluated within the allotted time.

4.1.3 The Qualifications must provide all information requested and must address all points.

4.2 QUALIFCATIONS ELEMENTS: Construction Manager must provide the following information regarding its experience. Forms are provided where noted; otherwise separate sheets are required:

4.2.1 Number of years experience with providing types of services specified in Section 3.3.1 of this RFP, "Services Required from the Construction Manager (indicate on Attachment B)

4.2.2 Construction Manager's documentation and references that demonstrate the experience and qualifications are described in Section 3.3.1 of the RFP, "Services Required from the Construction Manager (Attachment C).

4.2.3 Described Construction Manager's specific Fire Station Construction (separate sheet).

4.2.4 Provide Construction Manager's Insurance Experience Modifier (Attachment B).

4.2.5 Construction Manager's approach to developing and maintaining a good working relationship with (Owner) (separate sheet).

4.2.6 Construction Manager's Years in Business Operating under current incorporation (Attachment B).

4.2.7 Construction Manager's Litigation – current and past lawsuits (requires explanation – Attachment E)

4.2.8 Construction Manager's Bond Capacity (Attachment B)

4.2.9 Construction Manager's Field Personnel who would be assigned to this project – ref. 4.3 (Provide Resume's)

4.2.10 Construction Manager's Local Project Experience (Attachment C or separate sheet).

4.2.11 Construction Manager's Projects completed > $4,000,000 (Attachment C or separate sheet).

4.2.12 Construction Manager's Construction Project Experience (Attachment C or separate sheet).

4.2.13 Construction Manager's fee based on $7,000,000 construction hard cost (including Construction Manager fee). Attachment B to be in separate sealed envelope.

Include breakdown of preconstruction services, insurance, overhead and profit, and general conditions. Describe specific exclusions from the General Conditions. Include cost estimate at conclusion of Schematic Design and one (1) detailed cost estimate at the conclusion of the Design Development phase. A guaranteed maximum price is to be established after bidding.

4.3 **PERSONNEL:** Construction Manager must provide resumes for all key personnel, including the project manager, who will be involved in providing the services contemplated by this RFP. Resume must include the full name, education background, and years of experience and employment history particularly as it relates to the scope of services specified herein.

4.4 **SCHEDULE**: Provide your anticipated schedule / approach with regards to A/E milestone dates of:

a. Complete Schematic Design Phase _____
b. Complete Design Development Phase _____
d. Complete Construction Document Phase _____

Describe potential for early site work bid release, long lead items advance procurement, etc. Expand on strategies to accelerate project turn over to Owner.

4.5 **FINANCIAL CAPACITY INFORMATION:** Submit end of year financial statements for the last three (3) years. Construction Manager may also be required to provide additional financial information upon request.

4.6 **CHANGES TO THE RFP:** If the (Owner) issues any changes (including amendments or addenda) to this RFP, these changes must be signed by an authorized individual.

4.7 FORMS REQUIRED OF THE CONSTRUCTION MANAGER:

Construction Manager is required to complete and submit all forms listed below. It is important to note that this section references forms that the Construction Manager must complete as part of the procurement process and does not serve as an opportunity for Construction Manager to insert their own forms.

Attachment A – Qualification Form

Attachment B – Business and Directory Information

Attachment C – References

Attachment D – Taxpayer Identification

Attachment E – Information Regarding Terminations, Litigations & Disbarment

Attachment A – Qualifications Form

The undersigned authorized representative of Construction Manager submits the following and hereafter attached Qualification Information to the CCT with the understanding that the CCT will use and rely upon the accuracy and correctness of the information in the evaluation of Construction Manager's submittal to the CCT.

Construction Manager (Official Name and D/B/A)

Signature	Date
Printed Name	Title
Address	
City/State	Zipcode
Telephone	Facsimile
Email	

Attachment B – Business and Directory Information

(a)	Name of Business (Official Name and D/B/A)
(b)	Business Headquarters (include Address, Telephone and Facsimile)
(c)	If a Division or Subsidiary of another organization provide the name and address of the parent.
(d)	Billing Address
(e)	Name of Chief of Executive Office
(f)	Customer Contact (include Name, Title, Address, Telephone, Toll-Free Number, Facsimile and E-mail)
(g)	Company Web Site
(h)	Type of Organization (i.e., Sole Proprietor, Corporation, Partnership, etc., should be the same as on the Taxpayer ID form below)
(i)	Length of Time in Business under current incorporation
(j)	Annual Sales (for most recently complete Fiscal Year)
(k)	Number of Full-Time Employees (average from most recent Fiscal Year)
(l)	Type of and description of business
(m)	State of incorporation, state of formation or state of organization
(n)	Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Construction Manager's performance under the terms of this RFP.
(o)	Identify the Construction Manager's accounting firm
(p)	The successful Construction Manager's will be required to register to do business in Michigan. If already registered, provide the date of the Construction Manager's registration to do business in Michigan and the name of the Construction Manager's registered agent in the State.
(q)	Current Insurance Experience Modified
(r)	Construction Manager's Bonding Capacity (AM Best rated A6 or greater, performance, labor & material, $10M w/o assistance). If a joint venture is required to secure $10M bond, provide explanation.

(s)	Construction Management fee based on $7,000,000 hard cost (including Construction Manager's fee). PROVIDE IN SEPARATE SEALED ENVELOPE. See description in 4.2.13.

Attachment C – References

Applicant to provide a minimum of 5 Architect references with the primary contact personnel with associated addresses and phone numbers that can attest to your experience and ability to perform the contract subject of this RFP.

(1) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(2) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(3) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(4) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(5) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:

Attachment D – Taxpayer Identification Number

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Company Name: _____

Taxpayer Identification Number:

Social Security Number _____

or

Employer Identification Number _____

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the Owner's name followed by the name of the business and the Owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one)

[ ] Individual

[ ] Sole Proprietor

[ ] Partnership / Legal Corporation

[ ] Tax-exempt

[ ] Corporation providing or billing medical and/or health care services

[ ] Corporation NOT providing or billing medical and/or health care services

[ ] Other: _____

[ ] Governmental

[ ] Nonresident alien

[ ] Estate or trust

[ ] Pharmacy (Non-Corp.)

[ ] Pharmacy/Funeral Home/Cemetary (Corp.)

[ ] Limited Liability Company (select applicable tax classification)
- [ ] D = disregarded entity
- [ ] C = corporation
- [ ] P = partnership

Signature: _____ **Date:** _____

Attachment E – Information Regarding Termination, Litigation, and Disbarment

The Agency/Buyer requests that the Construction Manager provide the following information:

1. During the last five (5) years, has the Construction Manager had a contact for services terminated for any reason? If so, provide full details related to the termination.
   Yes ____ No ____

   _____

   _____

   _____

2. During the last five (5) years, describe any damages or penalties or anything of value traded or given up by the Construction Manager under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP and the resulting Contract. If so, indicate the reason for the penalty or exchange of property or services and the estimated amount of the cost of that incident to the Construction Manager
   Yes ____ No ____

   _____

   _____

   _____

3. During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Construction Manager to engage in any business, practice or activity.
   Yes ____ No ____

   _____

   _____

   _____

4. During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Construction Manager to perform the required services. The Construction Manager must also state whether it or any Owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in ineligibility. This is a continuing disclosure requirement. Any such matter commencing after submission or qualification and with respect to the successful Construction Manager must be disclosed in a timely manner in a written statement.
   Yes ____ No ____

   _____

   _____

   _____

5. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Construction Manager on behalf of others? If so, describe the circumstances of irregularities or variances and resolution disposition.
   Yes ____ No ____

   _____

   _____

   _____

5. HOW WE WILL EVALUATE CONSTRUCTION MANGER QUALIFICATIONS

5.1 EVALUATION STEPS: The evaluation process will consist of the following:

5.1.1 Review of the Construction Manager Proposal Submittals to assess compliance with mandatory administration requirements.

5.1.2 Detailed evaluation of mandatory service requirements and proposed services, programs, and solutions.

5.1.3 Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee).

5.1.4 Determination if the Construction Manager (and any known sub-contractors) to be recommended for award has an unsatisfied delinquent debt. If delinquent debt is discovered, the selected Construction Manager may be found to be non-responsive. This step does not relieve any Construction Manager from satisfying any delinquent debt.

5.1.5 Award decision by CCT.

5.2 SELECTION COMMITTEE: The CCT intends to conduct a comprehensive, fair and impartial evaluation of qualifications received in response to this RFP. The CCT will review and evaluate the proposals.

5.3 EVALUATION CRITERIA: Responses will be evaluated on three general categories of information: Administrative Compliance, Construction Manager Responsibility, and Responsiveness. All submittals regardless of the type of RFP, must meet the following administrative and responsibility criteria.

5.3.1 Evaluation of Administrative Compliance: The CCT will determine whether the qualifications complied with Section 4 of the RFP "Instruction for Preparing and Submitting Qualifications" have been satisfied.CCT will reject proposal if submitted late. Failure to meet other requirements will affect the evaluation and may result in rejection.

5.3.2 Evaluation of CM Responsibility: The CCT will determine whether the CM submitting is one with whom the CCT can or should do business. Factors that may be evaluated to determine "responsibility" include, but are not limited to: certifications, taxpayer identification number, past performance, references compliance with applicable laws, financial stability and the perceived ability to perform completely as specified.

A Construction Manager must at all times must have financial resources sufficient, in the opinion of the CCT, to ensure performance of the contract and must provide proof upon request. Any failure to supply information and our determination of the quality of the information will affect our evaluation and may result in rejection.

5.3.3 Evaluation of Responsiveness: A determination will be made as to how well the Construction Manager's satisfy Section 3 of the RFP, "Services from the Construction Manager in terms of "responsiveness" to the requirements.

The CCT will determine whether any failure to supply information, or the quality of the information, will result in rejection or downgrading the Construction Manager. Construction Manager's who do not rank sufficiently high will not be considered.

5.3.3.1 The "responsible" Construction Manager who meets "administrative" requirements and minimum requirements will be eligible for consideration.

5.3.4 Cost Proposal:

The fee, insurance, general conditions and any other costs will be a significant factor in determining which CM is selected by CCT.

6. PROCUREMENT NOTICES AND REQUIREMENTS

6.1 NOTICES AND REQUIREMENTS FOR THIS RFP:

6.1.1 RESPONSIBILITY TO READ AND UNDERSTAND: Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP. If you suspect an error, omission or discrepancy in this RFP, you must immediately notify the RFP Contact listed in Section 2.1. of the RFP. The CCT will issue written instructions, if appropriate.

6.1.2 AMENDMENTS TO THE RFP: The CCT reserves the right to amend the RFP at any time. The Construction Manager must acknowledge receipt of an amendment with the signature of an authorized individual. If the amendment occurs after the closing date of receipt of Qualifications, the CCT may, in its sole discretion, allow Construction Manager to amend their Qualifications in response to the CCT amendment if necessary.

6.1.3 DOWNGRADING OR DISQUALIFICATIONS: The following are cause for downgrading or rejection of qualifications, depending on circumstances:

6.1.3.1 The Constructions Manager fails to deliver Qualifications by the due date and time.

6.1.3.2 The Construction Manager fails to meet one or more requirements of the RFP.

6.1.3.3 The Construction Manager materially changes one or more requirements of the RFP.

6.1.3.4 The Construction Manager limits the rights of the CCT.

6.1.3.5 The Construction Manager fails to include information necessary to substantiate that it will be able to meet a Required Service. A response of "will comply" or merely repeating the Required Service is not sufficient. Response must indicate present capability; representations that future developments will satisfy the Required Services are not sufficient.

6.1.3.6 The Construction Manager fails to respond to the CCT request for information, documents, or references.

6.1.3.7 The Construction Manager fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in the RFP.

The Construction Manager extends gratuities including monies, gifts, or other valuable consideration to the CCT, CCT employees, or contractors to specifically influence its decision to accept or favorably rate its qualifications.

6.1.3.8 The Construction Manager provides misleading or inaccurate responses.

6.1.3.9 The Construction Manager has a conflict of interest that would materially influence the status of the Construction Manager qualifications or eligibility as determined by the CCT.

6.1.3.10 The Construction Manager fails to comply with the prevailing wage laws.

6.2 NOTICES AND REQUIREMENTS FOR THE REVIEW AND EVALUATION OF QUALIFICATIONS:

6.2.1 INFORMATION FROM OTHER SOURCES: The CCT reserves the right to obtain and consider information from other sources concerning a Construction Manager, such as the Construction Manager's capability and performance under other contracts.

6.2.2 CRIMINAL HISTORY AND BACKGROUND INVESTIGATION: The CCT reserves the right to conduct criminal history and other background investigation of the Construction Manager, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Construction Manager for the performance of the contract.

6.2.3 CLARIFICATION PROCESS: The CCT reserves the right to contact a Construction Manager after the submission for the purpose of clarification to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Construction Manager has provided goods or services to the CCT or any other political subdivision wherever located, or requests for corrective pages in the Construction Manager qualifications. Responses must be submitted to the CCT within the time specified in the request. Failure to comply with requests for additional information may result in rejection.

6.2.4 DISPOSITION OF QUALIFICATIONS: Ordinarily, qualifications become the property of the Owner and will not be returned to the CM.

WILLIAMS ARCHITECTS
Architecture | Planning | Aquatics | Interiors

CONSTRUCTION MANAGER INTERVIEW

Construction Manager: _____

Representative(s) Present: _____

Interviewer:	
Rating (1 Low – 5 High)	

I. Personal:

A. Total Number in Company: _____

B. Breakdown of Personnel to Be assigned to Project and their Roles:

1. Project Executive: _____
2. Project Manager: _____
3. Site Superintendent: _____

C. Working on This Project:

1. What are the last four projects the Project Manager assigned to this project has worked on?

_____

_____

_____

_____

2. What other Projects will they be concurrently working on?

_____

3. Describe their experience: _____

_____

4. Will Site Superintendent be full time? _____
5. Who will be the Job Meeting Attendees - The decision making authority?

_____

6. What are your preliminary thoughts about doing this project in a single or in multiple bid releases (what are the pros & cons)?

_____

II. Understanding of Methodology:

A. What do you handle and what do you expect the owner and architect to handle?

_____

_____

B. Describe Preconstruction Services

1. Cost Estimating – Describe your approach to cost consulting/estimating and cost control management: _____
2. Value Engineering:_____
3. Constructability Review: _____
4. Phasing: _____
5. Preparing Bid Packages and Scopes of Work: _____

C. Describe your Methods of Communication: _____

D. Scheduling and Supervising Subcontractors – How do you manage schedules? Do you have specific examples of how you create and oversee scheduling?

_____

E. Problem Resolution: _____

F. For getting back on schedule should you fall behind: _____

G. Tracking Project Costs and Contingency Usage? _____

H. Handling shop drawings and samples: _____

I. Providing record drawings: _____

J. Providing warranty and maintenance manuals: _____

K. Handling Inspections and Punchlist: _____

L. Payout requests / Schedule of Values: _____

M. Change Orders - What level of authorization do they require? Will this increase their time to complete the work?

_____

N. The project team will consist of the owner (Village), the architect (WA), and the CM. What is your philosophy regarding the relationship between these separate and distinct team members? Give me an example of instances where you as CM have recommended changes to the architect's design. Why was the recommendation made and were they accepted by the architect and/or owner?

_____

_____

III. Subcontractors:

A. How will your firm ensure their will be multiple bidders for each package? _____

_____

B. Are there subs that you recommend?_____

C. How do you qualify your subs?_____

IV. General Questions:

A. Insurance

1. Do you have the amounts required?_____
2. Who is your insurance agent?_____

B. Please describe any exceptions you had to any of the RFP/RFQ documents? _____

C. What is the basis of your fee for services? _____

D. Describe what is included your general conditions and what do you assign to other contractors? _____

V. Experience

A. With this type of work: _____

B. Are there any special considerations involved with this project? What aspects of this project do you see as unique or unusual? What will be your approach dealing with these aspects?

_____

_____

C. What distinguishes your firm and any unique approaches to construction management from the other CM firms?

Notes:

500 Park Boulevard, Suite 800 • Itasca, Illinois 60143 • P 630.221.1212 • F 630.221.1220 • www.williams-architects.com

CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: July 28, 2021
To: Supervisor Lesperance & Cascade Township Board
From: Benjamin Swayze, Township Manager
Adam Magers, Fire Chief
Subject: Phase 1 Environmental Study and Hazardous Materials Survey for Fire Station #1 Project

FACTS:

At the July 14 Township Board meeting the Township Board selected Williams Architects for architecture and engineering services for the Fire Station #1 project. The Public Safety Advisory committee has expressed the desire to move expeditiously on this project and, as such, Williams Architects have provided guidance on what activities should be undertaken to move forward on the first part of the project, which would be demolition of the existing facility.

Williams have indicated there are two activities that need to take place to expedite design services of the Fire Station #1 project:

- **Hazardous Materials Survey** – Since the facility is greater then 20 years old, materials need to be tested for potential hazards. A specialty contractor, trained licensed and insured for this type of work is needed to perform the testing and potential abatement.
- **Phase 1 Environmental Study** - A Phase I ESA for the site is to include a review of records, site inspection, interviews and historical research of the property and adjacent properties and a report. The work shall identify any potential environmental contamination liabilities. If the potential for contaminated soils is found, than it will be necessary to perform a Phase II ESA, which involves sample collection, analysis, and identification of hazards.

These services were not provided in the scope of services from the Williams proposal. However, Williams have assisted in obtaining quotes for the required services.

Attached for your review is:

- Communication from Williams regarding the need for indicated services
- Proposal from Prein & Newhof for Phase 1 Environmental Study
- Proposal from Materials Testing Consultants for Hazardous Materials Survey

ANALYSIS & CONCLUSIONS:

Chief Magers reviewed the proposals with the Public Safety Advisory Committee at their July 21 meeting. The committee reviewed the proposal supplied by Prein & Newhof for the Phase 1 Environmental Study and Materials Testing Consultants for Hazardous Materials testing, and have recommended the Township Board approve the proposals. It should be noted that the Prien & Newhof proposal also includes quotes for Topographical Survey and Geotechnical

Investigation, however these services were included in the scope of work approved by the Township Board at the July 14 meeting.

Moving forward with these services now are required in order to develop the demolition plan for the current Township Hall

FINANCIAL CONSIDERATIONS:

The cost proposals from break down as follows:

Hazardous Materials Survey – Materials Testing Consultants - $1,810
Phase 1 Environmental Study – Prein & Newhof - $2,800

RECOMMENDED ACTION:

Approve the proposal for Hazardous Materials Survey from Materials Testing Consultants and the proposal for a Phase 1 Environmental Study from Prein & Newhof

WILLIAMS ARCHITECTS

Architecture | Planning | Aquatics | Interiors

13 July 2021

Chief Adam Magers
Cascade Fire Department
2865 Thornhills SE
Grand Rapids, MI 49546

Re: Cascade Charter Township
Fire Station No. 1
Hazardous Material Survey; Phase I Environmental Survey
Project No. 2021-341

Dear Adam:

In an effort to be better prepared and positioned to expedite design services with better accuracy in the coming weeks it would be to the Township's benefit to move forward with a Phase I Environmental and Hazardous Material Survey of the subject property.

Hazardous Materials Surveys
Since your facility is twenty (20) years old, materials need to be tested for potential hazards. These materials include but are not limited to asbestos (insulation, fireproofing, flooring and ceiling tile) or lead based paint. A specialty contractor, trained, licensed, and insured for this type of work is needed to perform the testing and potential abatement. The EPA requires a ten (10) day notice for abatement projects, in addition to the removal time.

The Hazardous Material Survey for the building shall include an inspection of the facility, identification of suspected hazardous materials (if any), sample collection, sample analysis, identification of the materials, hazard assessment, recommendations and a report. The report and findings will be used if hazardous materials are identified and need to be abated prior to the start of construction.

Phase I Environmental Survey
A Phase I ESA for the site is to include a review of records, site inspection, interviews and historical research of the property and adjacent properties and a report. The work shall identify any potential environmental contamination liabilities. If the potential for contaminated soils is found, than it will be necessary to perform a Phase II ESA, which involves sample collection, analysis, and identification of hazards.

Feel free to contact me if you have any questions.

Cordially,

Scott E. Lange

Scott E. Lange, AIA, LEED AP
Principal / Vice President

M:\Busdev\2021\Municipal\Fire\2021-341 Cascade Township Fire District New Fire Station\2021 07 13 LTR.docx

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

July 16, 2021 Sent via email: amagers@cascadetwp.com

Mr. Adam Magers, Fire Chief
Cascade Charter Township
2865 Thornhills Ave. SE
Grand Rapids, MI 49546-7192

RE: 2865 Thornhills Ave. -Cascade Township Fire Station
Survey and Geotechnical Services

Dear Adam,

Prein &Newhof is pleased to present our proposal to perform topographical survey and geotechnical services on the above referenced property.

Sincerely,

Prein&Newhof

John VerPlank P.E.
JEV

Enclosure(s): Exhibit A

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

EXHIBIT A

SECTION A – PROJECT OVERVIEW

Cascade Township proposing to demolish the existing Fire Station #1 and construct a new Headquarter Station at 2865 Thornhills Avenue SE.

The scope of work and fee estimates are detailed in the sections that follow.

SECTION B – SCOPE OF WORK

1. Topographical Survey – the scope will include the following:
    - Topographical design survey of the site plus existing structures within 50-feet of the property
    - Boundary Survey
    - Locations of driveways/roads opposite the site 100-feet
    - Title/easement search

2. Geotechnical Investigation – the scope will include the following:
    - Three (3), 15-foot-deep borings and four (4), 20-foot deep borings for a total 125-feet of drilling
    - Staking of the proposed boring locations
    - Evaluation and technical report

3. Phase I Environmental Site Assessment under ASTM E 1527-13 will include the following:
    - Historical Review
    - Environmental Liens reported to us from Township
    - Questionnaires "user" and "Owner"
    - Site Reconnaissance
    - Review of State and Local Records on environmental database search
    - Evaluation and Phase I ESA report

SECTION C – COMPENSATION AND SCHEDULE

We propose to provide the above referenced services for the following hourly, not to exceed fee:

Topographical Survey	$5,600
Geotechnical Investigation	$6,300
Phase I ESA	$2,800

We anticipate 4 weeks to complete the survey and Phase I ESA, and 6 weeks to complete the geotechnical investigation.

Project Description: Cascade Township Office and Fire Department, 2865 Thornhills Ave. SE, Grand Rapids, MI 49546 scheduled to be demolished. Building has below grade finished space.

Scope of Work- Materials Testing Consultants, Inc. (MTC) will provide the selected (x) professional testing services:

☒Asbestos Testing: The accessible areas of the described work area will be surveyed for building materials with locations and quantities documented. Inaccessible materials due to building occupancy, inspector safety or irreparable damage to materials, such as Roofing, Doors, Safety Electrical Switches, Mechanical Systems Gaskets/Sealants, Vermiculite Insulation, Ceramic Wall/Ceiling Tile/Grout/Base, Buried Heating Ducts, Mirror Adhesives, Chalk/White Boards Glue Pods or materials greater than nine feet above the floor/ground may not be sampled and will be documented as "assumed" to contain asbestos or as "inaccessible." Material friability and classification will be documented, and samples collected in accordance with generally accepted asbestos inspection practices as required by EPA 40CFR, Subpart E, 763.86. Asbestos Testing Services will meet the requirements of DEGLE's NESHAP-Asbestos Standard and MIOSHA Part 602, Asbestos in Construction Standard, Duties of building and facility owners, 1926.1101(k)(2)(i) and (k)(5)(ii)(A) to show the presence, location and quantity of Asbestos Containing Materials. Number of building materials tested (35) included in scope, estimated based on size and type of building and project description. Additional samples may be required to meet regulatory requirements.

☒Paint Testing (☐lead only): Paint chip samples will be collected from representative paint colors and locations and analyzed for lead, cadmium, and chromium for the purpose of MIOSHA regulations compliance. Sample results are not for the purpose of meeting Lead Paint testing for Child Occupied facilities, as defined by USEPA and HUD. Number of samples (8) included in scope based on size and type of building and project description.

☐Mold Testing: Mold air samples and where observed growth, tape samples will be collected to determine the likelihood of mold growth inside the building negatively impacting air quality. Analysis results provide concentration of approximately fifteen common mold types. Number of samples (0) included in scope based on size and type of building and project description.

☐Other Hazardous Building Materials Survey: A survey to document the quantity and locations of potentially PCB, Freon, Mercury and Radioactive containing building materials and equipment along with stored chemicals will be conducted.

Cost *Estimate*- $1810 to cover the Scope of Work detailed above and assumes the following: areas are fully accessible upon arrival at scheduled time and during the services, work is scheduled within *60* days from date of proposal, report is provided within 5 business days from date of site services and sample locations will not be repaired or patched by MTC.

Out of Scope Services- To provide bulk sampling and asbestos analysis of materials above the proposed quantity, to return to the site to assess assumed/inaccessible materials, to provide expedited report, to provide abatement cost estimates, to provide abatement design and/or to provide abatement monitoring/air testing when requested, will be provided at standard rates.

This proposal may be accepted by signing in the appropriate space provided below and returning a copy to MTC. Issuance of a purchase order implicitly acknowledges acceptance of the attached General Conditions (Articles 1-14). This Proposal and attached terms shall constitute the entire agreement between the parties. Client and Consultant in consideration of their mutual covenants herein agree in respect of the performance of professional services by Consultant and the payment for those services by the Client above.

Submitted By:

Allan G. Howland

Allan Howland, ASP
Sr. Environmental Project Professional
Proposal Date: 7/20/2021

Accepted By:

_____

Company (Client):
Date:

GENERAL CONDITIONS (Articles 1-14)

1. The scope of work includes the specific geotechnical, testing or other services to be performed by Materials Testing Consultants, Inc. (MTC) as set forth in MTC's proposal, the client's acceptance thereof if accepted by MTC and these general conditions. "Client" refers to the person or business entity ordering the work to be performed by MTC. If the client is ordering the work on behalf of another, the client represents and warrants that the client is the duly authorized agent of said party for the purpose of ordering and directing the work. Unless otherwise stated in writing, the client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for the client's intended purpose. The ordering of work from MTC shall constitute acceptance of the terms of MTC's proposal and these General Conditions.

2. Client will arrange for and provide access to the site as is necessary for MTC to perform the work. MTC, unless specifically indicated otherwise in the proposal, has not included cost for restoration due to damage to the site that may occur during the work. MTC agrees to exercise reasonable measures to minimize damage to the site during the performance of the work.

3. Test samples will be disposed immediately upon completion of the assigned tests unless prior written arrangements have been made to hold the samples for a longer period of time. Samples from drilling operations will be held for 90 days after submittal of MTC's report.

4. MTC's work shall not include supervising construction or determining the means, methods, techniques or sequences of construction. MTC shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare.

5. Client shall cause all tests and inspections of the site, materials and work performed by MTC or others to be timely and properly performed in accordance with the plans, specifications and contract documents and MTC's recommendations. No claims for loss, damage or injury shall be brought against MTC by client or any third party unless all tests and inspections have been so performed and unless MTC's recommendations have been followed. Client agrees to indemnify, defend and hold MTC, its officers, employees and agent harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or not so followed except to the extent that such failure is the result of the negligence, willful of wanton act or omission of MTC, subject to the limitation contained in paragraph 9.

6. Client represents and warrants that he has advised MTC of any known or suspected hazardous materials, utility lines and pollutants at any site at which MTC is to do work hereunder, and unless MTC has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, client agrees to defend, indemnify and save MTC harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to MTC's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed to MTC.

7. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty day period at the rate of eighteen percent per annum until paid. Client agrees to pay MTC's cost of collection of all amounts due and unpaid after sixty days, including court costs and reasonable attorney's fees. MTC shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein MTC waives any right to a mechanics' lien, or any provision conditioning MTC's right to receive payment for its work upon payment to client by any third party. These General Conditions are notice, where required, that MTC shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of MTC from any and all claims which client may have, either in tort or contract, and whether known or unknown at the time.

8. Nothing contained within this agreement shall be construed or interpreted as requiring MTC to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

9. MTC's SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH THIS AGREEMENT AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, MTC WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR REPRESENTATIONS, EITHER EXPRESS OR IMPLIED. STATEMENTS MADE IN MTC REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

SHOULD MTC OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON MTC's WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF MTC, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO $25,000 OR THE TOTAL AMOUNT OF THE FEE PAID TO MTC FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER IS GREATER.

10. Subject to the foregoing limitations, MTC agrees to indemnify and hold client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs arising out of MTC's negligence to the extent of MTC's negligence. Client shall provide the same protection to the extent of its negligence. In the event that client or client's principal shall bring any suit, cause of action, claim or counterclaim against MTC, the party initiating such action shall pay to MTC the costs and expenses incurred by MTC to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that MTC shall prevail in such suit.

11. MTC's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay MTC's legal expenses, administrative costs and fees pursuant to MTC's then current fee schedule for MTC to respond to any subpoena.

12. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

13. This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

14. This agreement may be terminated by either party upon seven day's prior written notice. In the event of termination, MTC shall be compensated by client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place MTC's files in order and/or protect its professional reputation.

CASCADE CHARTER TOWNSHIP

5920 Tahoe SE Grand Rapids, Michigan 49546-7140

Date: July 23, 2021
To: Cascade Charter Township Board
From: Supervisor Grace Lesperance
Subject: **Recommendation Resolution Re Township Board Standing Committee Meetings (i.e. Subcommittee Meetings) and OMA Compliance of Same**

This recommendation and the legal memorandum attached, concern our use of subcommittees—in which three members of this Board meet monthly to discuss matters of public interest that may (or may not) go on to the entire Board for further discussion and decision-making. Past discussions and recommendations made by these "subcommittees" are regularly mentioned by Board members and staff at Board meetings. However, residents are, for all practical purposes, excluded from attending these subcommittee meetings, as they are not placed on our monthly calendar, unlike all other regularly-occurring Township meetings.

Not surprisingly, residents have expressed some frustrations and concerns as they do not know what was discussed at these subcommittee meetings. I share their frustrations and concerns, and think two simple changes to our subcommittee structure will go a long way towards enhancing openness and accountability on all Township matters. It will also ensure that we comply with the Open Meetings Act (OMA).

The OMA requires that all decision-making occur in public, and "not by rubber stamping decisions [previously] made behind closed doors." *See* p. 3 of the privileged and confidential legal memorandum simultaneously provided separately of this recommendation, citing OAG, 1997-1998, No 7000, p. 197 (1998). As outlined in detail in our counsel's legal memorandum, a public body is in violation of the OMA if it divides into "advisory only" groups of less than a quorum (e.g. our subcommittees), but still:

- deliberates on public policy issues;
- determines whether items of business are referred to action by the full board;
- collectively deliberates about public business; or
- performs other governmental functions (including making recommendations).

As noted by counsel, calling a subcommittee "advisory only" and having less than a quarum present are irrelevant to whether a subcommittee is OMA compliant. OMA compliance is determined by what members are doing at the subcommittee meetings—and doing any of the matters described above makes a committee subject to the OMA.

I believe it is more than prudent to assume our subcommittees are subject to the OMA, and therefore should be noticed to the public in the same manner as all other commission/committee meetings, and minutes should be properly recorded. To do this, I recommend that this Board approve the additions highlighted in the attached Cascade Township 12/14/2016 Policy on Township Board Standing Committees.

CASCADE CHARTER TOWNSHIP, MICHIGAN			
POLICIES AND PROCEDURES	**# OF PAGES:** 4 .	**POLICY #:** Board - 2016-02 .	
SUBJECT: Township Board Committees	**APPROVED BY:** TOWNSHIP SUPERVISOR , GRACE LESPERANCE		
DEPARTMENT: Township Board	**SUPERCEDES:** Township Board Committees: Areas of Assignment	**DATE OF ISSUE:** December 14, 2016 Update: TBD	**DATE OF EFFECT:** Immediate

I. PURPOSE

The purpose of this policy is to establish standing committees of the Township Board in order to promote efficient and effective review of Township business and make recommendations of action prior to the business being brought to the full Township Board for consideration.

II. POLICY STATEMENT

It is the policy of Cascade Township that we will utilize a committee structure to review the business of the Township Board and make recommendations for action to the full Board. The committees of the Township Board are advisory in nature only and have no authority to approve anything or otherwise make decisions that are reserved for the Township Board.

III. PROCEDURES

A. Establishment of Township Board Standing Committees – The Township Board will establish the flowing standing Committees of the Township Board.

1. **Personnel & Finance Committee:** Items this committee are responsible for include:
    - **a.** Personnel Manual Amendments
    - **b.** Creation or Eliminate of Positions
    - **c.** Personnel Realignment
    - **d.** Manager Annual Evaluations
    - **e.** Wages & Benefits
    - **f.** Budget Review
    - **g.** Audit Review
    - **h.** Millages, Fees & Taxes
    - **i.** Financial Policies
    - **j.** Any Other Related Items

2. **Infrastructure Committee:** Items this committee are responsible for include:
    - **a.** Roads
    - **b.** Sidewalks & Pathways

c. Water & Sewer Utilities
d. Stormwater Management
e. Streetlighting
f. Transportation Services
g. Cascade Dam
h. METRO Act Permitting
i. Regulated Utilities (Electric/Gas/Cable/Broadband)
j. Any Other Related Items

3. **Governance Committee:** Items this committee are responsible for include:
    a. Ordinance creation/amendment/deletion
    b. Policies of the Township (not related to other committees)
    c. Technology Initiatives
    d. Library
    e. Intergovernmental Relations
    f. Any Other Related Items

4. **Public Safety Advisory Committee:** Items this committee is responsible for include:
    a. Fire Department Operations Review
    b. East Precinct Review
    c. Building Inspections Department Review
    d. Fire Department Capital Program
    e. Any Other Related Items

B. Standing Committee Structure – Each standing committee of the Township Board will be composed of three Township Board members. The Township Manager will be an Ad-Hoc member of each standing committee to provide policy analysis, but will not have any authority to vote. Other Township staff may be invited to the meetings at the discretion of the Township Manager.

1. **Appointments –** Appointments to the committees will be recommended by the Township Supervisor and confirmed by a majority vote of the full Township Board. At the final Township Board meeting of the year, committee appointments will be made for the following year.
2. **Alternates –** The Township Supervisor will serve as the standing alternate for all committees, but will only attend the meeting in the case that one of the regular committee members cannot attend.

3. **Chair & Vice Chair –** Each committee will appoint a Chair and a Vice Chair each year. The Chari shall have the responsibility to run the committee meeting and the Vice Chair will run the meeting in the absence of the Chair.

C. **Meeting Structure –** The Township Board standing committees are advisory in nature only; no official action may be taken by the committee.
    1. **Recommendations –** It is the responsibility of the committee to make recommendations for action to the full Township Board.
    2. **Regular Meetings –** Each committee will have one regularly scheduled meeting per month, which will be published as part of the Township annual meeting calendar, as well as on the Township website meeting calendar.
    3. **Special Meetings –** A special meeting of the Committee may be called at any time by the Committee Chair. The calling of special meetings will abide by all applicable Open Meetings Act rules.
    4. **Minutes –** Minutes will be taken for all committee meetings. Minutes will be approved by the Committee and forwarded to the Township Board for approval as part of the Township Board consent agenda.
    5. **Open Meetings Act –** ~~When applicable,~~ Township committees will abide by the Open Meetings Act.

D. **Ad Hoc Committees –** From time-to-time the Township Board may wish to create an Ad-Hoc committee to address a specific issue facing the Township. Ad-Hoc committees may be created based on the following regulations.
    1. **Creation** - The creation of an Ad-Hoc Committee must be approved by a simple majority of the Township Board.
    2. **Appointments –** Appointments to an Ad-Hoc Committee of the Township Board shall be recommended by the Township Supervisor and confirmed by the Township Board. Ad-Hoc Committees may be comprised of Township Board Members, other appointed officials, Township Staff, Township residents or other members of the public. However, Ad-Hoc Committees may not have more than three Township Board members or any other board or authority of the Township.
    3. **Structure –** Ad-Hoc Committees of the Township Board shall follow the same structure as the Standing Committees of the Township Board.
    4. **Dissolution –** Once their purpose has been fulfilled, an Ad-Hoc Committee of the Township Board can be dissolved by a simple majority vote of the Township Board.

IV. REGULATION

A. Enforcement of Policy

1. The Township Supervisor, with assistance for the Township Manager, shall be responsible for the oversight of the provisions contained within this policy.

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

B. Adoption/Amendment of Policy

The Township Board of Trustees shall be responsible for the adoption of this policy. The amendment of this policy can be made by the Township Board upon the recommendation of the Governance Committee.

CASCADE CHARTER TOWNSHIP

5920 Tahoe SE Grand Rapids, Michigan 49546-7140

Date: July 23, 2021
To: Cascade Charter Township Board
From: Supervisor Grace Lesperance
Subject: **Consideration of Residents' Request to Use ARP Funds for Internet**

Please see the attached correspondence from residents in the Alaska Ridge neighborhood. Pursuant to their request, I am placing this item on the July 28, 2021 Meeting Agenda for this Board's review and recommended action.

I would also recommend that the Board direct staff to develop an instrument to determine what other areas of Cascade Township are without broadband internet, and in need of same.

Grace Lesperance

From: Keely Shay <keelyshay@mac.com>
Sent: Wednesday, July 21, 2021 8:14 AM
To: Grace Lesperance
Cc: Paul Strauss; Luanne Strauss; PeterKenny@msn.com; Lisa O'Connor; mvanderveen@Me.com; Vicki Grassmid; Gerben and Ann Kranenborg; Keely Shay; dearchuc@aol.com; kldoezema@gmail.com; c4doezema@gmail.com
Subject: Alaska Ridge and Alaska Avenue Cascade Township Residents Request to be placed on Cascade Board Agenda for July 28, 2021
Attachments: Alaska Ridge Cascade Twp 72821 meeting Agenda Request Letter.pdf

Dear Grace,

Thank you for your willingness to look into our request to put the subject of Internet provisioning back onto the agenda for the Cascade Board meeting to be held Wednesday, July 28, 2021. All of us copied on this message agree with this request and are looking forward to a positive outcome.

We have all signed the letter attached to this email and will deliver the signed copy to you as well.

Sincerely,

Alaska Ridge/ Alaska Ave Neighbors

July 19, 2021

Ms. Grace Lesperance
Cascade Township Supervisor
5920 Tahoe Drive, SE
Grand Rapids, MI 49546

Dear Grace,

As our newly elected Cascade Township Supervisor, thank you for stepping up and speaking up to help restore true Democracy to Cascade Township and for your commitment to transparency so that "We The People" can make truly informed decisions for our community and help repair this broken system.

As you are aware, it has been a year-long and often disheartening process for our Cascade Township residents who reside on Alaska Ridge (and 2 more homes on Alaska Avenue) to have experienced the breakdown of Democracy "right in our own backyard..." And because there are always gifts in every seeming "breakdown," the entire process has been an important reminder for many of us as to the necessity of "We The People" to speak and take action to protect our community and our Democracy.

All that being said, since finally receiving a FOIA response on 4/5/21 to a request by Alaska Ridge and Cascade Resident, Keely Shay dated 1/7/21, with revelations of misuse of Cascade Township's allotted Federal CARES funds; and, because the requests for accountability and answers from numerous Cascade residents at all of the previous board meetings have gone completely unanswered, the Cascade residents and taxpayers of Alaska Ridge are requesting to be added to the Cascade Township Board's agenda for the meeting on July 28, 2021.

(Run-on sentences, I know... But this whole thing has been a "run-on...!" :))

Further, we are requesting that the board re-vote at the July 28, 2021 meeting on the appropriation of Cascade Township funds to cover and complete the installation of broadband internet service to Alaska Ridge and Alaska Avenue residents who have been denied the legally approved and even Federally designated CARES funds for broadband internet provided to Cascade that were instead spent "otherwise..."

Time is of the essence as another school year and winter is approaching... It is (always) time to do the right thing.

We respectfully request that the Alaska Ridge Internet Re-Vote be added to the July 28, 2021 agenda without any more delay.

“Patriotism is supporting your country all the time and your government when it deserves it.” ~ Mark Twain

"The will of the people is the only legitimate foundation of any government, and to protect its free expression should be our first object." ~ Thomas Jefferson

Sincerely,

CASCADE CHARTER TOWNSHIP

5920 Tahoe SE Grand Rapids, Michigan 49546-7140

Date: July 23, 2021
To: Cascade Charter Township Board
From: Supervisor Grace Lesperance

Subject: Appointments to Strategic Planning Advisory Committee

The Cascade Charter Township Strategic Planning Advisory Committee appointments are as follows:

Board of Trustees Members:

Supervisor Grace Lesperance
Trustee John Shipley

Planning Commission Members:

Commissioner Craig Meurlin
Commissioner Chris Noordyke

Downtown Development Authority Member:

Member Michelle Kleyla

Parks Committee Member:

Member Mike Reese

CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: July 28, 2021
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Policy for Streaming and Recording Township Meetings

FACTS:

From April 2020 through June 2021 the Township Board, as well as other Boards and Commissions of the Township, held remote and/or hybrid meetings due to the Covid-19 pandemic. The authorization for these meetings first came from emergency orders from the Governor and later from changes to the Open Meetings Act. With the expiration of the Kent County local emergency declaration in June 2021, the Township Boards and Commissions subject to the open meetings act are no longer able to meet remotely unless under very specific circumstances.

The Township Board currently has a remote meetings policy that will remain in place if the circumstance arises where the Township Board is able and chooses to conduct a remote meeting. However, the pandemic has also proved the benefit of streaming, broadcasting and recording Township meetings as a permanent policy. After discussions with and at the direction of the Governance Committee, the attached policy and procedure document was developed to provide guidance for how the Township Board, and other commissions and boards of the Township, will handle the streaming, broadcasting and recording of their public meetings.

Attached for your review are:

- Draft Policy for Streaming and Recording Township Meetings

ANALYSIS & CONCLUSIONS:

The proposed policy states that:

> *It is the policy of the Cascade Township Board that all meetings of the Township Board, and of those Boards and Commissions of authority of the Township, shall stream the proceedings of the meeting in real time in order to provide remote viewing opportunities to the public. In addition, recorded meetings will be archived and permanently made available to the public for review.*

Highlights of the policy include:

- Streaming will be done via the Township YouTube channel
- Meetings will be recorded and permanently archived. Links to recordings will be posted on the website within three days of the meeting and, once available, will be promoted on social media.
- When available meetings will be rebroadcast on the government access cable station.

- Links to the meeting streams will be prominently placed on the agendas of the respective meetings and on the website where the meeting is noticed.
- Public interaction will be limited to in-person attendees of the meeting. Public comments received in writing at least 8 hours prior to the meeting will be summarized during public comments and made part of the permanent supplement record of the meeting
- If a meeting is made remote per the authorizations available in the Open Meetings Act, the Township remote meetings policy will dictate remote public interaction
- Policy applies to Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Brownfield Redevelopment Authority as well.

The Governance Committee discussed this item at their June meeting and agreed that the ability for residents to view meetings, either live or recorded, was a practice that needed to continue in order to maintain the transparency improvements it has provided. The committee also recommended that public comments should be reserved for in attendance members in order to promote meeting attendance and ensure the integrity of the public comment process.

Staff have inquired into the policies of other local Kent County communities, including Grand Rapids, East Grand Rapids, Kentwood, Wyoming, Grandville, Walker, Grand Rapids Township, Ada Township, Gaines Township, Plainfield Township and Sparta. All have indicated they have or are in the process of adopting similar policies.

FINANCIAL CONSIDERATIONS:

The Township invested funding in 2020 to outfit the Wisner Center with the necessary equipment to stream meetings, and at this time no other equipment is necessary. However, Township staff is also reviewing the entire Wisner Center A/V system with our communication system contractor to explore ways to increase reliability.

RECOMMENDED ACTION:

Approve Cascade Township Policy for Streaming and Recording Township Meetings

	CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES	**# OF PAGES:** 4	**POLICY #:** 2021-001	
	SUBJECT: Streaming and Recording of Township Meetings	**APPROVED BY:** GRACE LESPERANCE, TOWNSHIP SUPERVISOR		
	DEPARTMENT: Township Board	**SUPERCEDES:** None	**DATE OF ISSUE:** 07/28/2021	**DATE OF EFFECT:** Immediate

I. PURPOSE

The purpose of this policy is to establish rules and procedures for the streaming, broadcasting and/or recording of Township Board meetings, as well as other Boards and Commissions of authority of the Township

II. POLICY STATEMENT

It is the policy of the Cascade Township Board that all meetings of the Township Board, and of those Boards and Commissions of authority of the Township, shall stream the proceedings of the meeting in real time in order to provide remote viewing opportunities to the public. In addition, recorded meetings will be archived and permanently made available to the public for review.

III. PROCEDURES

A. Township Meeting Streaming/Recording Overview

1. **Streaming Format –** All Township Board meetings, as well as the meetings of Township Boards and Commissions of authority, will be steamed in real time on the Township YouTube Channel.

2. **Recording and Archived –** Recordings of Township Board meetings, as well as the meetings of Township Boards and Commissions of authority will be permanently archived and made available to the public through a link on the Township website. Recorded meetings should be made available to the public no later then three business days after the meeting has concluded.
   - When possible, the availability of recorded meetings to the public will be promoted via Township social media platforms

3. **Permanent Records –** Recordings of Township meetings will be considered a permanent record of the Township and should be archived in a manner that ensures their longevity.

4. **Broadcasting –** If the option is available to the Township, township meetings will be rebroadcast on a local government access cable station.

5. **Accessibility –** Instructions for joining the live stream and accessing the recording of the meeting will be prominently displayed on the agenda of the meeting, as well on any section of the website used to present notification of the meeting (i.e. calendar).

6. **Public Interaction – Standard Meeting –** For standard meetings, interaction from the public will come from members in attendance at the meeting. Members unable to attend the meeting in person can submit comments in writing to the Township Supervisor, Clerk or Treasurer a minimum of 8 hours prior to the meeting. Comments will be recognized and summarized during the appropriate public comment period, but need not be read verbatim. Written comments will be made part of the permanent supplements record for the meeting

7. **Public Interaction – Remote Meeting –** Should a situation arise where a meeting is held remotely (Board or Commission Members allowed to attend remotely) as outlined in the Open Meetings Act, meetings will be held in a manner that allows two-way communication with the public as outlined in Township Board Policy 2020-02 (Electronic Public Meeting Procedure)

B. Boards and Commission of Authority

The following Township Boards and Commissions are identified as boards and commissions of authority and are subject to the provisions contained within this policy.

1. Cascade Township Board
2. Planning Commission
3. Zoning Board of Appeals
4. Downtown Development Authority
5. Brownfield Redevelopment Authority

Any Boards or Commissions of the Township established after the enactment of this policy can be added to this list, at the direction of the Township Board, when they are authorized.

IV. REGULATION

A. Enforcement of Policy

The Township Supervisor, with assistance from the Township Manager, shall be responsible for the enforcement of the provisions contained within this policy.

B. Adoption/Amendment of Policy

DRAFT

The Township Board of Trustees shall be responsible for the adoption and amendment of this policy upon the recommendation of the Governance Committee of the Township Board.

DRAFT