

AMENDED AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING

Wednesday, April 26, 2023

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/81664603678>

Meeting ID: 816 6460 3678

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
a.

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 Meeting – 4/12/2023**
- b. Receive and File Reports**
 - 1.**
- c. Receive and File Education Requests**
 - 1. Adam Magers – Station Design Conference – St. Louis, MO – May 22-25, 2023**
 - 2. Holly Benedict – IAAO Annual Conference & Exhibition – Salt Lake City, UT – August 26-30, 2023**
 - 3. Jennifer Genter – IAAO Annual Conference & Exhibition – Salt Lake City, UT – August 26-30, 2023**
 - 4. Oxana Sourine – 2023 MMTA Advanced Institute – Mount Pleasant, MI – May 22-24, 2023**

- d. Receive and File Communication
1.

Article 7.

Financial Actions

- a. Consider Approval of March 2023 Payables, Payroll, and Transfers

Article 8.

Unfinished Business

035-2023 Consider Approval of the Airport Settlement

Article 9.

New Business

036-2023 a.) Public Hearing – Amendments to the Township Liquor License Ordinance

b.) Consider Adopting Amendments to the Township Liquor License Ordinance (Roll Call)

037-2023 a.) Public Hearing – Amendment to the Township Fire Alarm/False Alarm Ordinance

b.) Consider Adopting Amendment to the Township Fire Alarm/False Alarm Ordinance (Roll Call)

038-2023 Consider Appointment of the Township Economic Development Director

039-2023 Consider DDA Support to the Library Outdoors Gardens & Activity Space

040-2023 Establishment & Appointment: Township Manager Search Committee

Article 10.

Closed Session

Pursuant to MCL 15.268 (h) – To consider material exempt from discussion or disclosure by state or federal statute.

Article 11.

Discussion

Article 12.

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

Article 13.

Manager Comments

Article 14.

Board Member Comments

Article 15.

Adjournment

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

Wednesday, April 12, 2023

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, Treasurer Korstange, Trustees Koessel, McDonald, Shipley and Noordhoek
Absent: Clerk Slater (excused)
Also Present: Township Manager Swayze, Fire Chief Magers, Firefighter Kadish, Planning Director Hilbrands, Dr. Keys-Cornerstone University, Deputy Clerk Brott, and those listed in the Supplement

Motion by Trustee Noordhoek, seconded by Trustee Shipley to appoint Trustee McDonald to position of temporary Clerk in Clerk Slater's absence for the purpose of this meeting. Motion carried unanimously.
- Article 2. Approval of Agenda**
Motion by Trustee Shipley, seconded by Trustee Koessel to approve. Motion carried unanimously.
- Article 3.** Supervisor Lesperance led the Pledge of Allegiance.
- Article 4. Presentations**
1. Presentation from Dr. Keys on Burton Park Deer Study
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
1. Jeff Hughes-7250 Red Bud Ln-Thanked Dr. Keys for his presentation. Asked further questions about the Burton Park Deer Study. Dr. Keys responded.
 2. Alan Rowland-1829 Linson Ct-Planning Commission member; showed proposed Master Plan that Planning Commission would like to zone as Agricultural pushed to Kraft. Expressed fears that a gas station would be built on 36th Street.
 3. Mark Eastburg-6985 Oakbrook St-Lives on the property that borders Burton Park. Has seen dramatic changes in the deer population, which has changed the undergrowth. Deer have become bolder; supports any effort of deer management.
 4. Scot VanSolkema-2570 Orange Ct-Showed photo of deer in backyard. They leave waste in his yard. Deer carry disease, and the population needs to be controlled quickly. Is there anything private citizens can do to control deer on their own property?
 5. Kim Thompson-7261 Red Bud Ln-The deer have increased damage; this is a serious problem.
 6. Bruce Goodman-7726 Kirkwall Dr-Has not seen day lilies in 10 years because of the deer population. He won't drive on Cascade Road because of the deer.

7. Andrew Vanover-7114 Windcrest-In the last three (3) years, he and his family have experienced two total losses to vehicles because of deer on Cascade Road and Laraway Lake. We have developed this area and should manage it.
8. Janet Goodman-7726 Kirkwall Dr-Buttrick Rd is dangerous because of the deer. Neighbors have had deer drown in their swimming pools. Knows of some feeding the deer, which enables the problem.
9. Betty Belding-2696 Orange Ave-Deer are dangerous to pets. There is not enough food for the deer so they eat anything, including plant life that is poisonous.
10. Paul Piotrowski-2586 Orange Ct-Every day there are six (6) deer grazing in his yard.
11. Brian Turner-2644 Orange Ave-His neighborhood association does not allow hunting. There are not any deer repellent products that work.

Article 6. Approval of Consent Agenda

- a. Receive and File Minutes
 1. Township Board Meeting – 3/22/23 & 3/28/23
 2. Planning Commission – 1/9/23 & 2/6/23
- b. Receive and File Reports
 1. Treasurer’s Department – February 2023
 2. Building Department – March 2023
 3. Planning Department Annual Report - 2022
- c. Receive and File Education Requests
None
- d. Receive and File Communication
None

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

Article 7. Financial Actions

None

Article 8. Unfinished Business

None

Article 9. New Business

030-2023 Consider Resolution to Distribute Draft Amended Master Plan and to Assert Township Board’s Right to Adopt Master Plan (Roll Call)

Motion by Trustee Koessel, seconded by Treasurer Korstange to approve. Motion carried unanimously by roll call vote.

031-2023 a.) Public Hearing – Snow Avenue Reconstruction Project

Members of the Kent County Road Commission shared a presentation. Considerable discussion.

Motion by Trustee McDonald, seconded by Trustee Shipley to open Public Hearing. Motion carried unanimously.

1. Cindy VanderVennen-5830 Snow Ave-Concerned about the price and the speed limit. Does not support.
2. Diane Knapp-5740 Snow Ave-In favor of paving the road.
3. Jim Gruber-9590 Anderson Acres-Is not in favor of paving the road.

4. Kathryn Gruber-9590 Anderson Acres-Loves the dirt road. Is not in favor of paving it.
5. Matt Buckhold-5776 Snow Ave-Supports paving the road, and would be happy to pay and/or help neighbors to pay.
6. Dave Knapp-5740 Snow Ave-Supports paving the road.
7. Dale VanderSchaaf-5667 Snow Ave-Started the petition to pave the road and supports it.
8. Rob Dewey-5905 Snow Ave-Showed a PowerPoint slideshow. Supports paving the road even with the cost.
9. Rene Greenlee-9570 Anderson Acres-Does not support paving the road.

Motion by Trustee McDonald, seconded by Trustee Koessel to close Public Hearing. Motion carried unanimously.

b.) Consider Snow Avenue Reconstruction Project

Motion by Trustee McDonald, seconded by Trustee Koessel to direct staff to solicit from residents of Cascade and Lowell if they would pay up to 32 percent via a Special Assessment District, and work with Lowell to see if they will collect from their residents. Motion carried unanimously.

032-2023 Consider 2023 Local Street Work Order

Considerable discussion.

Motion by Trustee McDonald, seconded by Trustee Shipley to approve. Motion carried unanimously.

033-2023 Cascade Township Liquor License Ordinance

Motion by Trustee McDonald, seconded by Treasurer Korstange to set a Public Hearing for this matter on April 26, 2023. Motion carried unanimously.

034-2023 Cascade Township Fire Alarm Ordinance

Motion by Trustee Shipley, seconded by Trustee McDonald to set a Public Hearing for this matter on April 26, 2023. Motion carried unanimously.

035-2023 Consider Entering Purchase Agreement for Fire Engine

Fire Chief Magers and Firefighter Kadish shared a presentation.

Motion by Trustee Koessel, seconded by Trustee Shipley to approve. Motion carried unanimously.

036-2023 Consider Appointment of Parks and Recreation Director

Motion by Trustee Shipley, seconded by Treasurer Korstange to approve. Motion carried unanimously.

Article 10. Discussion

None

Article 11. Public Comments

1. Don Faass-7674 Grachen Dr-Read letter to Board re Treasurer Appointment. Requested letter be available in Supplement.
2. Scot VanSolkema-Supports the choice of Treasurer Korstange.

3. Brian Holcomb-3415 Glenstone Ct-Requested an update re Egypt Creek Landscaping. Manager Swayze responded.

Article 12. Manager Comments
None

Article 13. Board Member Comments
1. Trustee Shipley-Thanked those in attendance for coming to the meeting.
2. Supervisor Lesperance-Parks Committee Chair Wanty and resident Jeanine Heibel were recognized as volunteers of the year by the Kent County Conservation District. Congratulated them and thanked them for their hard work.

Article 14. Adjournment
Motion by Trustee McDonald, seconded by Trustee Shipley to adjourn. Motion carried unanimously.
Meeting adjourned at 10:09 pm.

Krissi Brott
Deputy Clerk

DRAFT

Approved by:

Grace Lesperance, Supervisor

Susan B. Slater, Clerk



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: Adam Magers Application Date: _____

Name of Proposed Seminar/Conference: Station Design Conference

Seminar/Conference Date(s): May 22-25

Location of Seminar/Conference: St. Louis, MO

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

National Station Design Conference. Williams Architects will be presenting on station health and safety design and invited me to sit on the panel. Highlighting Cascade Fire Station 1 project at the national level.

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

Excellent opportunity for professional development. Promotion, recognition, and design/build confirmation of our current fire station at the national level.

Cost of the Seminar/Conference:

Registration \$ 350.00

Lodging \$ 200 x 3 nights

Travel \$ 0 - Williams to cover


Account # 206336726000

Applicant: 
Signature

Approvals:

Department Head: 
Signature

4-18-23
Date

Township Manager: 
Signature

4-19-23
Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting

Adam Magers

From: Mark Bushhouse <msbushhouse@williams-architects.com>
Sent: Monday, April 17, 2023 5:35 PM
To: Adam Magers
Cc: Natalie L. Clemens
Subject: Station Design Conference May 23-25 St Louis MO

Adam,
Here is the info for the Station Design Conference:
<https://www.fhstationdesign.com/2023/Begin>

As discussed, we'd like you to participate in our session about health & safety design for fire stations. We are willing to pay your airfare. Do you think the Township would see the value of having you attend the conference and pay your registration, hotel and meals?

Let me know what can work here for you so we can make the needed reservations as soon as possible.

Cordially,

Mark S. Bushhouse, AIA, LEED AP
President / Managing Principal
Williams Architects



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2023 Conference Program

Monday, May 22, 2023

10:00

AM - **1-on-One**

5:00 PM Are you overwhelmed at the prospect of building a new Public Safety Facility? Are you looking for help and guidance to move your project forward? Do you want a second opinion on the direction you have already received? Do you need help through the unknowns that may come up during design and construction? Attend the critically acclaimed "1-on-One" Sessions with a team of nationally recognized fire station, law enforcement and public safety design Architects from around the country. These firms have been involved in designing and constructing over 400 stations and law enforcement in 45+ states and Canada. These experts will personally review and discuss your project at any stage from inception, land acquisition, feasibility, design, and construction. You will receive focused expert advice based on where you are in the process, with input and professional recommendations on how to proceed.

Session Details:

- 1-on-One participants meet as a group at 10:00 am for a short presentation where the Architects will discuss 'Public Safety in the Community' which focuses on emerging trends in Public Safety design and construction. Following the presentation, we will have an open Q&A with the panel of Architects where attendees can ask questions. This presentation and Q&A can identify issues that you may not have considered on your project and enhance your 1-on-One session.

- 1-on-One sessions typically run for 45 minutes and will begin at 10:00 am and run until 3:00 pm. You will be scheduled for your time slot upon an added learning value, each Architect will host a short seminar or case study for participants who are waiting for their 1-on-One opportunity. These seminars can bring focus to issues that may have unintended consequences, provide clarity to the design process or mitigate obstacles as you move forward.

- Each registered attendee of the 1-on-One will be sent a survey via survey monkey before the conference. This will help us get an understanding of your department, your project, and where you are in your process before we meet. The more information you can provide the better.

- Please plan to arrive at the conference on Sunday in order to take advantage of this Pre-Conference opportunity. It is important to have visuals to discuss conversation about your project. We understand that you may be at the beginning phases so not all items below will apply to you and if you are further along in your project, some of the items below may be too general. Please bring whatever you feel will help in the conversation you are trying to have.

Items to consider bringing: Tax map, Site Plan Existing Drawings, Proposed Drawings, Site photos, and Reports or Feasibility Studies.

Don't miss out on the 1-on-One program which has been running for 12 years and has consistently been considered one of the highlights of the conference by participants.

Katie Atwater - FGM Architects

Jeff Katz - COAR Design Group

Malina Villanueva - COAR Design Group

Dennis Ross - H2M architects + engineers

Patrick Stone - H2M architects + engineers

Christopher Kehde - FGM Architects

Forest Hooker - TCA Architecture + Planning

Sarah Elley - TCA Architecture + Planning + Design

Brian Harris - TCA Architecture + Planning + Design

David Pacheco - H2M Architects



Tuesday, May 23, 2023

7:00

AM - **Breakfast**

8:00 AM Continental Breakfast in exhibit area

AM

8:00 GS 1

AM - **Opening Session**

8:45

AM Janet Wilmoth - Station Design

8:45 Fire 1

AM - A Strong Foundation: Getting the Right Start For a Public Safety Design

9:30 Designing a Public Safety Station project can be daunting, but it doesn't have to overwhelm you. The opening session of the Station Design Conference will introduce or update the audience to the foundational components necessary for the planning, design, and construction of your great Fire or Law Enforcement facility.

Ken Newell - Stewart-Cooper-Newell Architects

9:30 Fire 1

AM - Tips & Tricks for Hiring Your Design Construction Team

10:15 "How" to select a cohesive Design & Construction team for your Public Safety Project. The presentation includes an overview of the various contract models, differences between Request for Qualifications and Request for Proposal, conduct an interview, and learn to ask important, tough questions.

Christy Turner - Turner Construction Company

Ken Henton - Hoefler Welker Architects

10:15

AM - Break with Exhibitors

10:45 Break for attendees & exhibitors

AM

Sponsored by:



10:45 Fire 1

AM - Program Basics: Building on a Strong Foundation

11:30 What is the purpose of a building program? How is it developed? Who uses the program and what information is important to convey? A proper building program is the foundation of project planning and a successful project. Learn how to develop a program that will provide the foundation for a successful functioning station on opening day and well into the future. This presentation walks through the process of programming with examples, options, and information. Emphasis is placed on the impact programming has on the final station - positive and negative.

Lynn Reda - Hughes Group Architects

11:30 Fire 1

AM - 1-on-One Explanation

11:45 What is 1-on-One and How It Can Help You.

AM Jeff Katz - COAR Design Group

11:45

AM - Lunch and Exhibits

1:00 Lunch in the exhibit area

PM

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1:00 PM - 2:00 PM	<p>Track 1</p> <p>Site Hunters - Guidelines for Seeking the Best Possible Location for Your Station</p> <p>Finding the right site for your new fire station can be difficult. Rising property costs and the scarcity of available land in the optimal location for response times have forced many of us to accept property that is not ideal in some way. Through case studies, we will explore 25 different site characteristics to consider before purchasing or accepting "free" land. Also, we will discuss which characteristics are "deal breakers" and which ones can be managed through thoughtful design.</p> <p>Ray Holliday - Brown Reynolds Watford Architects Peri Sutton - Brown Reynolds Watford Architects</p>	<p>Track 2</p> <p>Case Study: San Ramon Public Safety Building</p> <p>The San Ramon Public Safety Building is a combination Police, Fire Admin, EOC, and Communications/Dispatch Facility developed as a joint partnership between the San Ramon Fire Protection District and the City of San Ramon. Learning objectives include the value of multi-organizational partnerships, creative financing alternatives, designing to please multiple agencies and the operational benefits of having Police and Fire working together out of a single building complex</p> <p>Jeff Katz - COAR Design Group</p>	<p>Track 3 LE</p> <p>Are You Ready? How to Set Yourself Up for Success</p> <p>The project you envision starts well before professionals are hired. There are several critical steps that you can take early on that will best prepare you for the RFP process and none of them require an architect. In this session, you'll learn what those critical steps are, walk away with the action plan necessary for implementation, and ensure that once you embark on this journey, it ends with a completed project.</p> <p>Jeffery McEtravy - Tecton Architects Matt Salad - Tecton Architects</p>	<p>Track 4</p> <p>Share Facilitator to Deconstruct Your Multi-Faceted (Fire, City, Public, Increased Population, their costs, Learn process design multi-facilitator multiple agencies, functions, Through sensei share and connect comb safety can be comp and c effect to a k gover public facilitator Jame - Steve Cooper, Archi</p>
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	Track 1	Track 2	Track 3 LE	Track 4
2:10 PM - 3:00 PM	<p>Healthy Facilities: Hot Zone Design is Only the Beginning</p> <p>First responders spend approximately one-third of their life at their Stations on duty. First responders' physical and mental health is a top priority, and your station contributes to their well-being. This session will provide an update on Decontamination and Hot Zone Design, as well as how your station can further contribute to improved mental health and safety and reduce personnel lost time.</p> <p>Mark Bushhouse - Williams Architects Natalie Clemens - Williams Architects</p>	<p>Benefits from the Use of a Prototype Fire Station Plan</p> <p>The presentation focuses on the process to develop a prototype station plan, how each plan was site adapted and the pros and cons of using a prototypical plan and station design. The Springdale Fire Department is completing its third version of the prototype station and Chief Irwin will share his experience in guiding these projects to fruition. Topics Include: creating budgets, future growth, site selection with a prototype in mind, and lessons learned.</p> <p>Michael Irwin - Springdale, AR, Fire Dept. Ashley Mauldin - Miller Boskus Lack Architects</p>	<p>Planning and Design Guidelines for Your Next Law Enforcement Facility</p> <p>Experienced in law enforcement facility design, presenters will share best practices and the latest trends in a new construction or renovation project, including features to help with staff retention and recruitment, programming for community engagement, and providing staff spaces for health, wellness, and training – to name a few. Recent case studies will be used to highlight these features.</p> <p>Ray Lee - FGM Architects Josh Mandell - FGM Architects</p>	<p>Capital Facility Planning Dynamics of the Future</p> <p>The Capital Facility planr procc uniu from static with facilit (stati admi build supp facilit traini facilit the is surfa imple and t have consi them tremi numl issue influe short term effort ultim out o and c diffi dowa Lessi inclu three Facili (of ve unfol the ri appro mitig base-rece effort Sara TCA Archi Planr Desig Brian TCA Archi Planr Desig</p>

3:00

PM - **Break with Exhibitors**

3:30 Break for attendees and exhibitors

PM

Sponsored by:



	Track 1	Track 2	Track 3 LE	Track 4
3:30 PM - 4:15 PM	<p>How is NFPA Incorporated into a Fire Station Design? NFPA 1402 provides guidance for the planning of fire service training centers, focusing on the main components necessary to accomplish general fire fighter training effectively, efficiently, and safely. For all rules and regulations there's a story of why it exists and why it was put into practice: someone did something or something happened to someone. Why does it say what it says? Understanding the history behind the scenes and the language enables working effectively and fulfilling NFPA's intentions. David Arends - CR architecture + design Rich Tyler - Portland OR</p>	<p>Case Study: Four Fire Stations The City of Springfield passed a ballot measure to fund two new houses and two replacements – a transformational project for the community and Department alike. The vision was four similar stations that prioritized health and safety, longevity, resiliency, and achieved the project budget. The process did not go as smoothly, but the team stayed focused on the goals and came out on top. Craig Carter - BKV Group Jennifer Swan - City of Springfield Public Works</p>	<p>Gaining Community Support for Public Safety Facilities This presentation focuses on how to communicate the need for a new facility or remodel, strategies for educating decision-makers and the public and the value of citizen advisory groups. Information on engaging public relations firms and the benefits of virtual and in-person Community engagement workshops • Case studies (Denver Police Dept. District 6, Lenexa Justice Center, Firestone Police and Municipal Court) Brian Berryhill - Roth Sheppard Architects Tyler Joseph - Roth Sheppard Architects</p>	<p>How Blue Don't from blue; duo s basic to na throu cons docu Empl how docu evol the d proci wher for in in the and spec Learn help team ensu agen are docu proje docu The prese inclu differ cons docu how i draw organ how i navig throu Also, the b view: type: conv infor leger and s and v you a clien need revie Jeff t - MA; Brett MAC</p>

4:30 PM - Track 1
Response Times & Deployment Methods
 This presentation will emphasize the importance of tailoring the design to optimize departmental response times. Every department operates in a different manner. This presentation will review a variety of planning strategies that can serve career and volunteer departments - with a heavy focus on where and how turn-out gear can be stored to increase turnout times while simultaneously mitigating exposure risk. Presentation will share research and explain methodology in which response times can be calculated.
 Rob Manns - Manns Woodward Studios

Track 2
What Makes a Proper Decon Laundry
 The decon laundry is a critical part of the fire station, but there is more to a proper decon/laundry than simply having a washer/extractor. Using 3-D interactive models, we will show a variety of facilities that treat decon as a flow-through process moving through the various steps from dirty to clean. Examples will range in scale from large central stations to small substations, and how to renovate stations that are short on space.
 Bob Mitchell - Mitchell Associates Architects, LPPC

Track 3 LE
Interview Room Design and Recording System - How Your Recording System Can Reduce Construction Cost
 This presentation and discussion will focus on the design of Interview Rooms including the design elements or different types of Interview rooms. This session will also include, DOJ Requirements, Recommendations, and discuss the importance of the Interview Room Recording Management System.
 Douglas Schmidt knecht - Creekside Consulting Team

Track
Don't Less for Jr High cancellations attached depre PTSC and t anxie afflict emer respc be lir direc brain and c causi natur emer respc Unde brain and t desig living work envir can l impr ment emot wellt core Learn desig shap chen not o stres redis in life Paul FGM Raeg FGM

5:30 PM - **Welcome Reception**
 Reception for attendees and exhibitors in the exhibit area.
 7:00 PM
 Sponsored by:



Wednesday, May 24, 2023

7:00

AM - **Breakfast**

8:00 Continental Breakfast in exhibit area

AM

Sponsored by:

**CONSTRUCTION MANAGEMENT**

8:10 Track 1

AM - **Inexperience is No Excuse**

9:10 A fast-paced, no-holds-barred, sometimes counterintuitive, maybe controversial presentation challenges attendees to question their assumption of a diverse set of viewpoints. If you've had conversations about a new facility, explored a piece of land, solicited an RFQ or RFP, talked to procureme formed a building committee, or sought funding, chances are you have already made an unintentional decision that could affect you in ways neve intended.

AM

Dennis Ross - H2M architects + engineers

9:15 Track 1

AM - **Bang for Your Buck: The Secret Sauce for Creating a Rockstar Building on a Budget**

10:00 Learn the critical "dos and don'ts" during the planning, design, and construction phases of a public safety project. This presentation will include an of how to establish a realistic vision, build community consensus, succeed at the ballot box, manage the construction process, stay on budget an schedule

AM

and come out with a successful facility with your sanity intact.

John Mueller - JEMA

Matt Sutherland - JEMA

10:00

AM - **Break with Exhibitors**

10:30 Break for attendees and exhibitors

AM

Sponsored by:



	Track 1	Track 2	Track 3 LE	Track
10:30 AM - 11:30 AM	<p>Construction 101</p> <p>Construction Administration begins with the selection of your General Contractor and continues until after you occupy the new facility. Many easily recognized activities and practices during the construction phase will require your attention, but several procedures novices to construction are not aware of. Even the construction experienced project owner can benefit from a refresher, along with an update on some of the now challenges surfacing. Learn what you can expect and should plan for during Construction Administration, along with procedures that you as the project owner can do to help assure that the construction results in the best possible facility.</p> <p>Ken Newell - Stewart-Cooper-Newell Architects</p>	<p>Health, Safety, and Wellness by Design</p> <p>How important design concepts such as red/yellow/green Hot Zone Design strategies to reduce contaminant exposure, Immersive Design principles to support firefighter mental health and well-being, and On-site Training to promote physical and mental readiness, in the City of Fairfax Fire Department's new 22,000 sf, 3-story facility offers an excellent case study for providing Health, Safety, and Wellness by Design.</p> <p>Christopher Kehde - FGM Architects John Jeniec - City of Fairfax Fire Department</p>	<p>Evidence Room</p> <p>Evidence storage facilities serve as a vital link in the chain of custody ensuring an unbroken and reliable path of custody, providing a secure environment and appropriate handling, testing and maintenance of all evidence. This session provides an overview of the standards, guidelines, and best facility design practices to receive, process and store evidence documenting available agencies and design resources. Following the overview, current and future trends in facility design will be presented and discussed including off-site storage solutions, pass-back lockers, electronic evidence storage and management, biological/DNA evidence, impact of marijuana legalization, hazardous materials, and fentanyl handling and storage. The session concludes with a review of the types of commercially available storage system solutions and the resources available for the design of your evidence storage facility.</p> <p>Jonathan Tallman - Dewberry Larry Hlavacek - Dewberry</p>	<p>Gett the 2 Arch Revie Plan Com Zonin Appe My!</p> <p>Fittin Safet to a s locat a hos requi and t rathe revie by th contr jurisc proje scrut planr comr archi revie or rec seek code Learn fund: of zo code influe your spec attrib studi offer of ho garn: comr supp obtai appr citize archi revie and p comr Tim E App Archi</p>

11:30 AM - **Lunch and Exhibits**
 1:00 PM Lunch in the exhibit area

Sponsored by:

SHEPPARD

<p>1:00 PM - 2:00 PM</p>	<p>Track 1 Designing FD Facilities for Functionality, Maintenance, and Low Operating Costs Go beyond design and what the facility may look like at the Grand Opening, take a deeper dive into the cost, time, and other resources required for facility maintenance over time if crucial considerations are not made during the design phase, including availability/cost of replacement fixtures, equipment, and materials, as well as durability and practicality of the design for daily use and upkeep by firefighters. Support data and anecdotal information collected from a survey of fire department personnel across the country will also be presented. Justin Myers - Martinez Architects David Parker - Aldine Fire/Rescue, Houston, TX</p>	<p>Track 2 A Million Little Things – Details to Make Your Station More Functional From the type of locking mechanism on the bedroom lockers to the location of the gas-shutoff reset switch in the kitchen, this presentation will explore some of the often-overlooked details you should consider for each room in your fire station. Thoughtful planning and design of key details can save square footage, reduce costs, and maximize the overall efficiency of your station. Marcus Gibbon - Brown Reynolds Watford Ray Holliday - Brown Reynolds Watford Architects</p>	<p>Track 3 LE Building Trust from Within...IACP In a landmark campaign to enhance trust between police agencies and their communities, the IACP has developed a framework of practices and policies that can be utilized to facilitate more meaningful exchanges and collaborations between officers, their community partners, and the citizens they serve. The design of your station can significantly contribute to your department's ability to enact these areas of focus. In this session, we will explore design opportunities through the lens of the campaign itself and understand the pivotal role that station design plays in the process. Jeffery McElravy - Tecton Architects</p>	<p>Track EOC . Read Public Facility Design Cons Public perspective spent hours preparing plans emergency incidents weat unre: terrori spec planr even year, incre volur activ: prese will e EOC trigge the fi desig cons: that s facilit readi durin activ: vario and comp Richa HW Profe Grou Patric HzM + eng</p>
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2:15 PM - 3:00 PM	<p>Track 1</p> <p>Sleep Deprivation</p> <p>Even at a station with a moderate call volume, the 24- or 48- hour shift schedule means that sleep deprivation becomes an issue for most firefighters over their career. The first portions of this call-to action will cover the sobering new science on sleep deprivation in first responders, including a review of the serious long-term impacts on physical health and the more immediate impact on teamwork, aggression, and mental effectiveness. The bulk of the session will discuss the key barriers to effective sleep and discuss specific ways the fire service can improve its response to this issue through policy changes and through architecture, both in new construction and renovation projects.</p> <p>Craig Carter - BKV Group</p>	<p>Track 2</p> <p>Learn From Case Studies How to Determine Whether to Renovate or Build New</p> <p>This seminar describes the steps to take to determine if your existing building and site can be modified to meet your needs and whether it is better to renovate it, knock it down and rebuild, or move to a new site. Using real examples of station renovation, you will learn about evaluating the existing conditions and how to get the information you need to make valid decisions. Examples will include before/after transition images to help you learn to visualize when a building is a "diamond in the rough."</p> <p>Bob Mitchell - Mitchell Associates Architects, LPPC</p>	<p>Track 3 LE</p> <p>CALEA and Your Police Station - What You Need to Know</p> <p>CALEA Law Enforcement Agency Standards has hundreds of pages addressing requirements for written directives on every aspect of law enforcement policy. This program will discuss where to start and how CALEA will impact the design of a new Police Station. Included: Learn how CALEA and other national standards impact your station, how to handle temporary detention/holding and still meet requirements. CALEA and Juveniles, and a host of other information to assist in being CALEA compliant for accreditation review.</p> <p>James Stumbo - Stewart-Cooper-Nowell Architects</p>	<p>Track 4</p> <p>How Secure Production Support Programs Grant Political Discontent Threatens Plain Caretakers Have a Lot to Protest Design Elements Decide What We Want to Obtain Funding These Programs Initial Challenges Present Will Show Perin Security Production Support FEMAP Prepared Grant also updated ASTM standards affect perin security provisions information physical security problems new for your Robe - Imp Profe Cons</p>
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3:00 PM - **Break with Exhibitors**
Break for attendees and exhibitors
PM

Sponsored by:



ARCHITECTURE + PLANNING + DESIGN

3:30 PM - **Track 1**
Funding for Building or Renovating a Station: How Am I Going to Pay for It?
When we are buying what need to survive on our daily basis, we must come up with a plan and a vision on how we are going to pay for it. This is not different for Fire Departments. One of the biggest challenges for Fire Chiefs and Officers face, is finding the resources to meet municipal needs as well as public safety needs. Where and how do I come up for the money to pay for what I need? Do I have more funding options than just bonds?
David Arends - CR architecture + design
Rich Tyler - Portland OR
Ed King - Government Capital Corporation

Track 2
Charging Forward...Not Just a Garage Anymore
The focus is on developing practical and functional apparatus bays and support spaces for operational efficiency and training. The first part covers how apparatus bays have evolved and what factors drive their cost. The second part is an overview of spatial requirements, lighting, mechanical systems, vehicle exhaust systems, fire protection, structural conditions, door operations, and apparatus clearances. Also, the development of Electric Apparatus and how it will influence the design of stations for generations to come.
Rob Manns - Manns Woodward Studios
Ricardo Martinez - Martinez Architects

Track 3 LE
Threat Mitigation through Design Application
Focus is on key design strategies surrounding today's modern law enforcement facility and how such features mitigate threats, reduce attack vulnerability, and enhance officer safety, while preserving an inviting and welcoming facility.
Jeff Humphreys - MACKENZIE
Brett Hanson - MACKENZIE

Track 4
Tips, and for a Perfect Station Include Zero Design
Strategies to achieve most efficient safety in station. With successful examples learn 24/7 facilities achieve only the most positive performance and can create static accommodations as we understand the value of design energy models mass solar orientation how to transition saving. Chad - emergency DESIGN Tim - emergency DESIGN

4:15 Track 1
 PM - **Designing Gender-Inclusive Fire Stations**
 5:00 PM
 Providing a safe environment that's equitable and inclusive to all attracts a larger talent pool to the public safety profession. During this session, Mike Scott will be joined by an RRM colleague where they will discuss a variety of design strategies to achieve more inclusive stations from bunk room layouts to locker spaces and even common spaces. The duo will discuss how one size DOESN'T fit all when it comes to providing equity and safety for all regardless of gender, sexual orientation, culture, race, or religion.
 Michael Scott - RRM Design Group
 Kathryn Hicks - RRM Design Group

Track 2
Fire Station of the Future
 The global market is beginning to shift to electric vehicles, net-zero buildings, technology-heavy systems and many other forward-thinking ideas for a world responding to climate change and advanced IT. How will these impact your fire stations? How will current fire station designs evolve to accommodate electric apparatus, new technologies, net-zero facilities and upcoming trends? What about charging apparatus and other vehicles and managing the electric service into the building while dealing with local codes and ordinances for proper fire separation and fire suppression systems. Also, battery storage, drones and robots? Will biometrics become the new standard for health and fitness? Futuristic stations are closer than you think.
 Dennis Ross - H2M architects + engineers
 Patrick Stone - H2M architects + engineers

Track 3 LE
Law Enforcement Training Design Solutions and How to Garner Political Support
 The proper training for first responders is vitally important. It enables them to respond more efficiently, effectively, and safely. Funding and appropriate sites for separate training facilities, however, can be hard to come by and easily cut from budgets. Designing facilities that allow for integration of training within the station or providing rooms on-site for future training opportunities can alleviate the burden of added funding for separate training facilities. This presentation will explore how opportunities for training can be integrated into Public Safety and Law Enforcement operations facilities.
 Fred Rambo - Architects Design Group
 Wayne Nero - Georgetown, Texas

5:00 PM - **Networking Reception**
 6:30 PM
 Reception for attendees and exhibitors in the exhibit area

Thursday, May 25, 2023

7:00 AM - **Breakfast**
 8:00 AM
 Continental Breakfast in exhibit area



8:30 Track 1

AM - **U.S. Natural Disasters and PS Facilities**

10:00 AM Whether you believe in climate change or not, natural disasters including hurricanes, tornados, and ice should be considered in fire and law enforcement design projects. The speakers will present case studies on recent disasters and the impact on facilities and services.

- Todd Sweet - Sweet Sparkman
- Jerry Streich - Brunton Architects & Engineers
- Doug Edney - Brinkley Sargent Wiginton Architects

Track 2

Eight Tips for Designing a Station

Details Coming Soon!
 Eric Pros - DS Architecture
 Joe Weithman - Mull & Wei Architects, Inc
 Tim Wiley - emersion DESI

10:00

AM - **Break with Exhibitors**

10:30 AM Break for attendees and exhibitors

Sponsored by:



10:30 Track 1

AM - **Take it Home: Facing Reality**

12:00 PM One of the most popular sessions in 2022. You have plenty of notes and are excited to move forward with your project. However, what roadblocks will your project face as you move forward? Real-life, role-played scenarios prepare you for the unexpected.

- Rob Manns - Manns Woodward Studios

Track 2

Range of Noises

Any type of firearms training acoustic is a vital part of the training and keeping the gun sound levels from being intrusive to neighbors, all part of the acoustic design coverage.
 Bill Bergiadis - Troy Acousti

12:30 Tours

City of Edwardsville, Illinois – PUBLIC SAFETY HEADQUARTERS

PM - The City of Edwardsville commissioned FGMA to perform a space needs, feasibility and master plan study in preparation for a combined police and fire headquarters.

Both the city's police and fire departments had outgrown their facilities. Using the information the study produced, a new combined headquarters station was designed to be located just south of downtown, which allows the departments to be operational during construction.

The new 51,500 sf facility houses the full police department and the fire department's administration and primary firehouse functions.

A major challenge with any combined building is to design for shared space to save cost while also providing the appropriate separation of the departments for security and privacy. To accomplish this, the lobby, community room and fitness room were designed as shared spaces and logically centered between the departments with access controlled doors. The final plan allows for both departments to cohabitate while maintaining privacy. The public enters into an inviting two-story space which directs people to either the police or fire departments. The facility has a large training room which also serves as an emergency operation center and community room. The room is dividable to host several different events simultaneously, saving the city money. A major consideration for the city was that the facility had to be consistent with the overall historic architectural character of the buildings in the downtown area.

To accomplish this, material surveys of those buildings were taken to make sure the materials, such as limestone and brick, were complementary.

Sponsored by:



Tours

Maryland Heights (Missou Protection District - ENGINE NO. 2

In the spring of 2014, FGMA to assist the District with pl several projects that would critical facility and operatio

Designated as the highest j the District, work on Engine No. 2 called for demolition outdated, outgrown and ob facility. Effort to program ar for a new satellite engine h take the old structure's plac immediately. Thereafter, FC assisted the District with re planning services and, ultin measure was successfully j voters in October of 2014.

The state-of-the-art 17,000 house consists of three ext length drive-through bays 1 variety of apparatus as well separate, zoned support ar workspaces as well as livin; for privacy and contaminan Up to seven full-time firefig be accommodated in the b per shift plus three holdove separate shower rooms are to each bunk room. A large small day room are adjacer full kitchen with shift pantri dining / meeting area. A frc allows the public to use a c / training room, a medical r room and a toilet as well as the Captain's office and shif

The station was designed t masonry construction, and pitched roof and stone for c and to complement the neighborhood housing stoc

Construction required phas implementation to maintair former Engine House No. 2 operations by the District w interrupted.

Sponsored by:



For registration inquiries, please contact Customer Service at:

Phone: (913) 565-2199

Email: registration@endeavorb2b.com (mailto:registration@endeavorb2b.com?Subject=Registration%20Inquiry%20Regarding%20Station Design Conference 2023)

Customer Service standard business hours are 8:00 AM – 5:00 PM CT

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omedasite=EBM_DoNotSel)



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: Holly Benedict Application Date: 4/10/2023

Name of Proposed Seminar/Conference: IAAO Annual Conference & Exhibition

Seminar/Conference Date(s): August 26-August 30, 2023

Location of Seminar/Conference: Salt Lake City, UT

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

2023 International Association of Assessing Officers Conference & Exhibition: Blazing Trails, including approximately 60 educational sessions and panels on related assessment topics, as well as great networking with Assessment professionals from all over the world.

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

IAAO has a reputation for offering superb education in assessment theories and practices from across the nation, as well as globally. In addition to the fantastic educational opportunities at the conference, there are also exhibitions of products and technologies which help advance the assessing field. Further, the chance to network with respected assessing professionals from a variety of backgrounds and locations affords us all the ability to see the larger picture of the work that we do as well as exchange best practices. This will be an excellent opportunity for me to learn and grow in my role here at the Township.

Cost of the Seminar/Conference:

Registration \$ 795.00

Lodging \$ 500.00

Travel \$ 600.00


Account # 101-257-724-000

Applicant: 
Signature

Approvals:

Department Head: _____
Signature

Date

Township Manager: 
Signature

4.19.23
Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting



INTERNATIONAL ASSOCIATION of ASSESSING OFFICERS
89th ANNUAL INTERNATIONAL CONFERENCE ON
ASSESSMENT ADMINISTRATION
Aug. 27 - 30, 2023 – Salt Lake City, Utah

REGISTRATION

First Name _____ Middle Initial _____ Last Name _____

Preferred Name for Badge _____

Employer _____ Title _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone _____ **Mobile** _____ **E-mail** _____

EMERGENCY CONTACT

Name _____ Phone _____

SPECIAL NEEDS – Please check at least one box below.

If you have any special needs, please indicate in the space provided below:

- Dietary - Please list (e.g. vegan/vegetarian, allergies) _____
- Physical - Please list any accommodations needed. _____
- I do NOT have any special needs.

E-mail a description of your needs by **Aug. 7** to Rachel Mense at mense@iaao.org. After **Aug. 7**, we cannot guarantee we can accommodate your request.

REGISTRATION TYPE	EARLY BIRD RATE Through July 15	GENERAL REGISTRATION July 16–Aug. 12	ON-SITE RATE Begins Aug 13	AMOUNT DUE
In-Person Full Registration – Member IAAO Member # _____	\$795	\$980	\$1,145	
In-Person Full Registration - Non-Member <i>Include 2023 IAAO Membership at no charge!</i>	\$1,000	\$1,250	\$1,400	
Guest Registration	\$380	\$380	\$380	
One-Day Registration – IAAO Member <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	\$440	\$490	\$545	
One-Day Registration - Non-Member <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday	\$575	\$650	\$700	
Special Events <input type="checkbox"/> Sunday Welcome Reception - \$80 <input type="checkbox"/> Wednesday (WIN) Luncheon - \$40 <input type="checkbox"/> Tuesday Awards Breakfast - \$45 <input type="checkbox"/> Wednesday Closing Banquet - \$130				
Sunday, Aug. 27th Workshop (Must register by Aug. 9) <input type="checkbox"/> Workshop 191 – 7-Hour National USPAP Update, \$229 Member/\$339 Nonmember				
Conference Registration Coupon Codes (e.g., volunteers) Please provide your IAAO Conference Registration Coupon Code _____				
Would you be interested in a morning Yoga class? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you attending the Closing Banquet? YES <input type="checkbox"/> NO <input type="checkbox"/>			TOTAL:	

REGISTRATION INFORMATION

Indicate if any of the following apply: First-Time Attendee Volunteer* Speaker Under 40 or new in career
*Coupon code required on the registration form.

NOTE: Registration for the Saturday Golf outing will be handled by the Utah Chapter of IAAO.

Conference Policies

Registration - Full registrations provides full access to all events, except Wednesday WIN Luncheon. Single day registration includes all events on that day, except for the Closing Banquet and WIN Luncheon on Wednesday.

Cancellation & Refund Policy - Guarantees for food service, printing, and space rental cannot be changed by IAAO at the last moment. Requests for refunds will be honored, less a \$150 processing fee, only if received in writing by July 30. No refunds will be made after July 30. No refunds are given for no-shows. Send your cancellation notice to Rachel Mense at mense@iaao.org, or mail to: IAAO, Meetings Dept., 314 W. 10th St., Kansas City, MO 64105, or fax to 816-701-8149. Registrations are transferrable for \$50. IAAO will need a completed registration for the new individual.

Photo/Video Policy - Registrants of IAAO events agree to allow IAAO and its official photographer to photograph them in the context of the event. Footage captured by IAAO's photographer may be used in future print and electronic promotional and archival materials.

Conference and Event Code of Conduct Policy - IAAO is dedicated to providing a harassment-free event experience for all attendees and has developed a Code of Conduct for events. Please see IAAO website for complete details.

Health Notes - Attendee assumes all risks and accepts sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendee may experience or incur in connection with attending the 89th Annual International Conference on Assessment Administration (the "Conference"). Attendee hereby releases, covenants not to sue, discharges, and holds harmless the International Association of Assessing Officers ("IAAO") and its employees, agents and representatives of and from any such claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

Attendee acknowledges the highly contagious nature of COVID-19 or other diseases and voluntarily assumes the risk of exposure or infection by attending the Conference, and that such exposure or infection may result in personal injury, illness, disability, and/or death. Attendee understands that the risk of becoming exposed to or infected at the Conference may result from the actions, omissions, or negligence of IAAO, its employees, agents and representatives and others who may attend the Conference or their families, colleagues, or others with whom they may have contact. Accordingly, attendee understands and agrees that this release includes any claims based on the actions, omissions, or negligence of IAAO, its employees, agents and representatives, whether an infection occurs before, during or after the Conference.

In addition to all other rules and regulations relating to the attendee's attendance at the Conference, attendee agrees to comply with all health related procedures that may be implemented by IAAO, Convention Center, and hotels, including, but not limited to, mask-wearing and social distancing requirements and restrictions on certain activities that carry higher risks, in order to protect as much as possible the health and safety of all Conference attendees.

Signature _____ Date _____

PAYMENT (Registrations are not accepted without full payment.)

Check—Please complete this registration form and mail with check or money order, payable to IAAO in US funds, to the IAAO Lockbox at IAAO, PO Box 29900, Dept. 929, Phoenix, AZ 85038-0900. Sending a check may delay your registration 10-14 business days.

Credit Card—To pay by credit card, visit the conference webpage at www.iaao.org/confreg to register. Log into the site and follow the registration prompts. If there is an issue with payment, contact IAAO at 816-701-8100.

2023 Registration Sponsor

GOVERNMENT SOLUTIONS
WWW.VGSI.COM



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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: Jennifer Genter Application Date: 3/31/2023

Name of Proposed Seminar/Conference: Blazing Trails 2023 IAAO Annual Conference

Seminar/Conference Date(s): 8/27/23 - 8/30/23

Location of Seminar/Conference: Salt Lake City, Utah

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

The conference begins on Sunday, August 27 with registration, orientation, welcome reception. The registration forms and full conference content are not out at this time, but the hotels are getting booked so I wanted to get my request in as soon as possible. This conference draws in over 1,200 assessing officers and appraisal experts. Approximately 60 educational sessions will be offered at the conference. The Keynote Speaker, Alyson Van Hooser will be speaking on leading in the future of work, post-pandemic. Van Hooser works to help leaders succeed in the complex post-pandemic workforce and knows the pressure and responsibility of breaking through big obstacles to achieve great results — both personally and professionally. We will also have Melody Taylor, an official with the U.S. Department of Housing and Urban development, and Executive Director of the Ineragency Taskforce on Property Appraisal and Valuation Equity (PAVE) speaking on the PAVE Action Plan which is focused on issues with appraisals as part of the home buying and lending processes.

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

IAAO is the International Association of Assessing Officers. This conference is a great platform to discover some of the best practices available not only across our country, but globally. The educational session are exceptional, along with the networking opportunities and exhibits with vendors demonstrating tools and products available that assist our profession and township success.

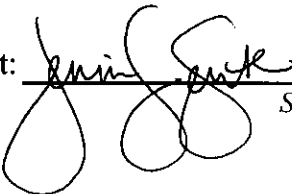
Cost of the Seminar/Conference:

Registration \$ 795.00

Lodging \$ 675 - 1150

Travel \$ 600.00

Account # 101-257-724-000

Applicant: 
Signature

Approvals:

Department Head: _____
Signature

Date

Township Manager: 
Signature

4-19-23
Date

Clerk: _____
(Signature Indicates Township Board Approval)

Date

➤ Original to Personnel File

➤ 1 Copy to Applicant

➤ 1 Copy to Accounting



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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: Oxana Sourine Application Date: 4/12/2023

Conference/Seminar Date: May 22-24, 2023

Location of Seminar/Conference: Mount Pleasant

Name of Proposed Seminar/Conference: 2023 MMTA Advanced Institute

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

(over)

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

___ I need educational credits in order to keep my MICPT credentials _____

Cost of the Seminar/Conference: (Registration) \$ _379.00 _____

Lodging \$ _350.00 _____ Travel \$ 100.00 _____

Account #: _101-253-724-000 _____

Your Signature: *B. Souine* _____

Approvals:

Department Head: _____ Date: _____

Township Manager: *B. Souine* Date: 4-19-23

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting

2023 ADVANCED INSTITUTE

May 22 – 24 • Comfort Inn & Suites • Mt. Pleasant

Training & Tools for Seasoned Treasury Professionals

- 1) Learn advanced aspects of issues that apply to you.
- 2) Strengthen relationships and meet new colleagues.
- 3) Maintain professional credentials by earning credits for MiCPT and CPFA recertifications.

To attend Advanced Institute, you must have attended and completed all three years of Basic Institute.

Attendance

Attendees are responsible for keeping track of their own attendance using a point tally sheet that shows sessions and points. Training is all day Monday and Tuesday and a half day on Wednesday.

Lodging

Advanced Institute 2023 will be at the Comfort Inn & Suites and Conference Center in Mt. Pleasant. The MMTA group rate rooms are \$96-\$120/night plus applicable fees and taxes. Make your reservation directly with the hotel by calling 989-772-4000. Reservations must be made by Saturday, May 6 to receive the discounted rate. Rooms are also available at the neighboring Fairfield Inn at the same rate.

Cost and Registration

Advanced Institute costs \$379; this covers all sessions, materials, and most meals. Register online at www.MMTA-MI.org to pay with a credit card or by check. Attendees must be MMTA members and Basic Institute graduates. Registrations received after May 5 will be subject to a \$50 late fee. Cancellations must be received in writing by May 5 for a full refund; requests by May 12 are eligible for a 50% refund. All refunds are subject to board review and a \$25 cancellation fee.

Training Sessions

- Becoming Basically Incredible
- Active Shooter/ALICE Training
- BS&A Advanced Report Writing
- 7-Point Cybersecurity Checklist

Human Resources Hot Topics

Legislative Update

State of Michigan Treasury Update

SIGMA Payments

Impact of Inflation on Treasury

Leadership vs. Management

Positive Attitude in a Negative World

Topics Subject to Change



"I always leave with a renewed excitement about my job. I love learning new skills to improve my office and my abilities."

"The speakers were all very good. But one evening we sat outside talking about our jobs and procedures until almost 8 pm - it was wonderful and that is what it is all about!"

"I thought the speakers and topics were fantastic! They got us thinking about ideas and procedures to implement."

- 2022 Advanced Institute Attendees



REGISTER AT
www.MMTA-MI.org

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 03/01/2023 - 03/31/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
FUND 101 - GENERAL FUND							
03/02/2023	GENF	75922	B&V MECHANICAL INC.	COMPLEX MAINTENANCE	931-000	265	164.00
03/02/2023	GENF	75923	CASCADE PRINTING & GRAPHICS	OFFICE SUPPLIES	727-000	295	548.25
03/02/2023	GENF	75930*#	THE HOME DEPOT CREDIT SERVICES	VEHICLE MAINT	863-000	265	272.23
03/02/2023	GENF	75930	THE HOME DEPOT CREDIT SERVICES	VEHICLE MAINT	863-000	265	91.29
03/02/2023	GENF	75930	THE HOME DEPOT CREDIT SERVICES	PARK OPERATING SUPPLIES	756-000	756	309.01
				CHECK GENF 75930 TOTAL FOR FUND 101:			672.53
03/02/2023	GENF	75933	KENT COUNTY ASSOC. OF ASSESSING OFF	EDUCATION	724-000	257	375.00
03/02/2023	GENF	75936*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) GF	231-220	000	7.80
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) FIRE	231-220	000	15.60
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) GF	231-221	000	28.00
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) FIRE	231-221	000	53.00
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) GF	231-221	000	100.00
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) FIR	231-221	000	181.80
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	625.60
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	247.25
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	37.59
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	252.61
				CHECK GENF 75936 TOTAL FOR FUND 101:			1,549.25
03/02/2023	GENF	75939	SLATER, SUE	CLERK MILEAGE	860-000	215	12.45
03/02/2023	GENF	75939	SLATER, SUE	CELL PHONE/ DATA	925-000	215	50.00
				CHECK GENF 75939 TOTAL FOR FUND 101:			62.45
03/03/2023	GENF	8218(A)*#	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	28.96
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	103023462197 2867 THORNHILLS AVE SE	921-000	265	56.00
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	103036591347 7200 30TH ST	921-000	276	56.77
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100012548051 5601 WHITNEYVILLE AVE SE	921-000	276	28.81
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE	926-000	448	82.55
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100014570673 3804 THORNAPPLE RIVE	921-000	756	103.09
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100014570889 3820 THORNAPPLE RIVER D	921-000	756	52.27
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100012592265 2900 THORNAPPLE RIVER DR	921-000	756	288.12
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100012592398 2839 THORNAPPLE RIVER DR	921-000	803	72.06
				CHECK GENF 8218(A) TOTAL FOR FUND 101:			768.63
03/03/2023	GENF	8219(A)	EASTERN FLORAL & GIFTS	BLOOMING PLANTS/ CONTAINERS/ LIVING PLAN	787-000	295	303.00
03/03/2023	GENF	8219(A)	EASTERN FLORAL & GIFTS	PLANT MAINTENANCE - MARCH 2023	787-000	295	95.00
				CHECK GENF 8219(A) TOTAL FOR FUND 101:			398.00
03/03/2023	GENF	8223(A)	HOPE NETWORK	COMPLEX MAINTENANCE	931-000	265	914.55
03/03/2023	GENF	8224(A)*#	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	33.44
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	62.05
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	83.92
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	17.98
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	49.49
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	283.65
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	31.45
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	80.96
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	14.38
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	104.36
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	19.78
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	7.73
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	5.39
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	25.30
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	32.39
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	116.95
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT-RETURN CHAINSAW CHAIN	863-000	265	(28.99)
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	38.48
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	17.98
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	17.96
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	142.55
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	VEHICLE MAINT	863-000	265	9.50

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03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE	931-000	265	16.17
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	COMPLEX MAINTENANCE	931-000	265	13.49
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	PARK MAINTENANCE	935-000	756	59.43
				CHECK GENF 8224(A) TOTAL FOR FUND 101:			1,255.79
03/03/2023	GENF	8227(A)	WEST MICHIGAN FLAG POLES	MUSEUM MAINTENANCE	961-000	803	520.00
03/03/2023	GENF	8228(A)*#	WEX BANK	FUEL	864-000	265	1,738.21
03/09/2023	GENF	75944*#	ARROWWASTE	COMPLEX MAINTENANCE- TRASH/ RECYCLE	931-000	265	158.87
03/09/2023	GENF	75944	ARROWWASTE	PARK MAINTENANCE-TRASH/ RECYCLE	935-000	756	264.68
				CHECK GENF 75944 TOTAL FOR FUND 101:			423.55
03/09/2023	GENF	75945	B&V MECHANICAL INC.	COMPLEX MAINTENANCE	931-000	265	738.67
03/09/2023	GENF	75946	CARLETON EQUIPMENT	VEHICLE MAINT	863-000	265	149.28
03/09/2023	GENF	75949*#	CONSUMERS ENERGY	103036932491 5920 TAHOE DR SE	921-000	265	914.48
03/09/2023	GENF	75950	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	1,140.48
03/09/2023	GENF	75950	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	11,307.30
				CHECK GENF 75950 TOTAL FOR FUND 101:			12,447.78
03/09/2023	GENF	75952*#	DTE ENERGY	9100 176 5118 2 -5920 TAHOE- DTE ENTERGY	923-000	265	1,263.71
03/09/2023	GENF	75952	DTE ENERGY	9100 20652541 MUSEUM DTE ENERGY	923-000	803	158.94
				CHECK GENF 75952 TOTAL FOR FUND 101:			1,422.65
03/09/2023	GENF	75954	FASTENAL	VEHICLE MAINT	863-000	265	131.87
03/09/2023	GENF	75954	FASTENAL	VEHICLE MAINT	863-000	265	121.96
				CHECK GENF 75954 TOTAL FOR FUND 101:			253.83
03/09/2023	GENF	75955	GAMETIME	PARK MAINTENANCE	935-000	756	1,537.68
03/09/2023	GENF	75956*#	GRAND RAPIDS CITY TREASURER	COMPLEX WATER-SEWER	927-000	265	124.00
03/09/2023	GENF	75956	GRAND RAPIDS CITY TREASURER	TASSEL PARK WATER-SEWER	927-000	756	348.14
				CHECK GENF 75956 TOTAL FOR FUND 101:			472.14
03/09/2023	GENF	75960	ALBERT J. ENGEL	PLANNING COMMISSION EXPENSES	809-000	721	110.04
03/09/2023	GENF	75961#	KENT COMMUNICATIONS INC.	ELECTION MISC EXPENSES	788-000	262	543.35
03/09/2023	GENF	75961	KENT COMMUNICATIONS INC.	TAX/ASSESSING ADMIN COSTS	814-000	295	72.27
				CHECK GENF 75961 TOTAL FOR FUND 101:			615.62
03/09/2023	GENF	75962*#	MCDONALD PLUMBING	COMPLEX MAINTENANCE	931-000	265	916.00
03/09/2023	GENF	75962	MCDONALD PLUMBING	COMPLEX MAINTENANCE	931-000	265	597.00
				CHECK GENF 75962 TOTAL FOR FUND 101:			1,513.00
03/09/2023	GENF	75965#	MLIVE MEDIA GROUP	ASSESSING PRINTING AND PUBLISHING	900-000	257	802.00
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	PRINTING/PUBLISHING	900-000	295	195.90
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	M-LIVE GOODWILL CREDIT 320465	900-000	295	(125.00)
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	M-LIVE GOODWILL CREDIT 320466	900-000	295	(125.00)
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	PRINTING/PUBLISHING	900-000	295	405.89
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	PRINTING & PUBLISHING	900-000	721	199.00
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	PRINTING & PUBLISHING	900-000	721	700.50
03/09/2023	GENF	75965	MLIVE MEDIA GROUP	PRINTING & PUBLISHING	900-000	721	178.00
				CHECK GENF 75965 TOTAL FOR FUND 101:			2,231.29
03/09/2023	GENF	75966	MID-MICHIGAN ASSOC OF ASSESSING OFC	EDUCATION	724-000	257	20.00
03/09/2023	GENF	75967*#	MUNIWEB	COMPUTER COSTS-ISP	815-000	295	200.00

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03/09/2023	GENF	75968	RIVERSIDE FIRE & SECURITY, INC.	MUSEUM MAINTENANCE	961-000	803	205.75
03/09/2023	GENF	75969	ROCKFORD ADVERTISING	8-PAGE ADVERTISEMENT- MI TRAILS MAGAZINE	787-000	295	422.75
03/09/2023	GENF	75970	SOURINE, OXANA	TREASURER MILEAGE	860-000	253	130.35
03/10/2023	GENF	17(S)#	SPARTAN DISTRIBUTORS INC	COMPLEX MAINTENANCE	931-000	265	2,186.56
03/10/2023	GENF	17(S)	SPARTAN DISTRIBUTORS INC	CAPITAL OUTLAY - FFE	970-000	901	<u>(2,186.56)</u>
				CHECK GENF 17(S) TOTAL FOR FUND 101:			0.00
03/10/2023	GENF	8231(A)	BEHRENS LIMITED LLC	VEHICLE MAINT	863-000	265	372.00
03/10/2023	GENF	8232(A)	CRYSTAL FLASH ENERGY	PARK MAINTENANCE	935-000	756	433.10
03/10/2023	GENF	8235(A)	NAPA AUTO PARTS	VEHICLE MAINT	863-000	265	22.76
03/10/2023	GENF	8236(A)	KENDALL ELECTRIC INC	VEHICLE MAINT	863-000	265	87.08
03/10/2023	GENF	8239(A)	PITNEY BOWES GLOBAL	POSTAGE MACHINE LEASE	941-000	295	489.75
03/10/2023	GENF	8240(A)	PITNEY BOWES INC	OFFICE SUPPLIES - POSTAGE MACHINE	727-000	295	331.97
03/10/2023	GENF	8242(A)	PREIN & NEWHOF	PARK MAINTENANCE	935-000	756	20.00
03/16/2023	GENF	75983	CARLETON EQUIPMENT	BOBCAT FIELD SERVICE, CONTROLLER, HARNESS	863-000	265	2,152.21
03/16/2023	GENF	75984*#	CASCADE PRINTING & GRAPHICS	5,000 YARD WASTE LABELS	787-000	447	494.59
03/16/2023	GENF	75985	CASCADE CHARTER TOWNSHIP	TRANSFER TO FIRE FUND	999-006	965	33,333.33
03/16/2023	GENF	75986	CONSUMERS ENERGY	STREETLIGHTING	926-000	448	35.07
03/16/2023	GENF	75989	COLD SPRING GRANITE COMPANY	THREE 32 NICHE COLUMBARIUMS	970-000	901	51,282.00
03/16/2023	GENF	75991*#	COMCAST	COMPLEX PHONES- B&G	924-000	265	687.93
03/16/2023	GENF	75993	DRIESENGA & ASSOCIATES, INC.	WYCLIFFE PARK SURVEY	935-000	756	2,500.00
03/16/2023	GENF	76000	KENT COUNTY ROAD COMMISSION	DUST CONTROL LAYER	818-000	446	16.83
03/16/2023	GENF	76001	KENT COMMUNICATIONS INC.	POSTAGE	900-000	295	1,896.74
03/16/2023	GENF	76001	KENT COMMUNICATIONS INC.	POST CARD	900-000	295	<u>1,286.12</u>
				CHECK GENF 76001 TOTAL FOR FUND 101:			3,182.86
03/16/2023	GENF	76005	MINER SUPPLY COMPANY	COMPLEX MAINTENANCE	931-000	265	175.88
03/16/2023	GENF	76007	MLIVE MEDIA GROUP	PRINTING/PUBLISHING	900-000	295	167.50
03/16/2023	GENF	76011	SWAYZE, BENJAMIN	SUPERVISOR MILEAGE	860-000	171	187.33
03/16/2023	GENF	76014*#	VERIZON WIRELESS	TRUSTEE CELL PHONES/IPADS/DATA	924-100	101	30.06
03/16/2023	GENF	76014	VERIZON WIRELESS	MANAGERS CELL PHONE/IPADS/DATA	925-000	171	67.90
03/16/2023	GENF	76014	VERIZON WIRELESS	MANAGERS CELL PHONE/IPADS/DATA	925-000	171	47.85
03/16/2023	GENF	76014	VERIZON WIRELESS	MANAGERS CELL PHONE/IPADS/DATA	925-000	171	132.10

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03/16/2023	GENF	76014	VERIZON WIRELESS	CLERK CELL PHONE/IPADS/DATA	925-000	215	77.71
03/16/2023	GENF	76014	VERIZON WIRELESS	CLERK CELL PHONE/IPADS/DATA	925-000	215	94.43
03/16/2023	GENF	76014	VERIZON WIRELESS	CLERK CELL PHONE/IPADS/DATA	925-000	215	98.37
03/16/2023	GENF	76014	VERIZON WIRELESS	TREASURER'S CELL PHONES/IPADS/DATA	924-100	253	10.02
03/16/2023	GENF	76014	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	20.04
03/16/2023	GENF	76014	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	143.55
03/16/2023	GENF	76014	VERIZON WIRELESS	ASSESSING CELL PHONES/ IPDADS /DATA	924-100	257	149.46
03/16/2023	GENF	76014	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	20.04
03/16/2023	GENF	76014	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	139.76
03/16/2023	GENF	76014	VERIZON WIRELESS	BLDG AND GROUNDS CELL PHONES/ IPADS/DATA	924-100	265	145.75
03/16/2023	GENF	76014	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	295	50.30
03/16/2023	GENF	76014	VERIZON WIRELESS	ARLO GO CAMERA 1-4 SERVICE	924-100	295	160.04
03/16/2023	GENF	76014	VERIZON WIRELESS	EQUIPMENT CHARGE	924-100	295	249.99
03/16/2023	GENF	76014	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	295	85.70
03/16/2023	GENF	76014	VERIZON WIRELESS	ADMIN CELL PHONES/ IPADS/DATA	924-100	295	49.82
03/16/2023	GENF	76014	VERIZON WIRELESS	COMM DEV CELL/IPADS/DATA	925-000	721	48.11
03/16/2023	GENF	76014	VERIZON WIRELESS	COMM DEV CELL/IPADS/DATA	925-000	721	49.82
				CHECK GENF 76014 TOTAL FOR FUND 101:			1,870.82
03/17/2023	GENF	8254(A)	FISHBECK THOMPSON CARR & HUBER	ENGINEERING COSTS	821-000	295	447.00
03/17/2023	GENF	8255(A)	KERKSTRA PORTABLE RESTROOM SERVICE	PARK MAINTENANCE	935-000	756	225.00
03/17/2023	GENF	8256(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	295	68.09
03/17/2023	GENF	8256(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	295	244.76
03/17/2023	GENF	8256(A)	KONICA MINOLTA BUSINESS SOLUTIONS	SERVICE CONTRACTS	939-000	295	31.75
				CHECK GENF 8256(A) TOTAL FOR FUND 101:			344.60
03/17/2023	GENF	8259(A)	SABO PUBLIC RELATIONS	SPECIAL PROJECTS - COMMUNICATIONS CONSULT	967-000	295	8,569.55
03/17/2023	GENF	8261(A)*#	VC3, INC	2023 IT SERVICE CONTRACT	932-000	265	15,600.00
03/23/2023	GENF	76019	B & B TRUCK EQUIPMENT INC	VEHICLE MAINT	863-000	265	120.00
03/23/2023	GENF	76021	CONTROL SOLUTIONS	COMPLEX MAINTENANCE	931-000	265	650.00
03/23/2023	GENF	76023	DISCOUNT TIRE	VEHICLE MAINT	863-000	265	554.00
03/23/2023	GENF	76024*#	FIRST BANKCARD	CC BROTT- PARKING / MTA CAPITAL CONFEREN	724-000	215	6.00
03/23/2023	GENF	76024	FIRST BANKCARD	CC BROTT- A - Z GRANT WRITING TUTORIAL	724-000	215	100.00
03/23/2023	GENF	76024	FIRST BANKCARD	CC BROTT- MEAL	862-500	215	12.70
03/23/2023	GENF	76024	FIRST BANKCARD	CC BROTT - MEAL	862-500	215	26.08
03/23/2023	GENF	76024	FIRST BANKCARD	BOARD OF REVIEW EXPENSES	808-000	257	44.59
03/23/2023	GENF	76024	FIRST BANKCARD	VEHICLE MAINT	863-000	265	484.33
03/23/2023	GENF	76024	FIRST BANKCARD	COMPLEX PHONES	924-000	265	0.99
03/23/2023	GENF	76024	FIRST BANKCARD	MEMBERSHIP AND DUES	723-000	295	949.00
03/23/2023	GENF	76024	FIRST BANKCARD	CC BROTT - ACROBAT PRO	727-000	295	29.99
03/23/2023	GENF	76024	FIRST BANKCARD	CC SWAYZE - ZOOM COMMUNICATION	787-000	295	38.87
03/23/2023	GENF	76024	FIRST BANKCARD	CC SWAYZE - ZOOM COMMUNICATION	787-000	295	296.69
03/23/2023	GENF	76024	FIRST BANKCARD	CC SWAYZE - ARLO TECH - CAMERA SERVICE	787-000	295	12.99
03/23/2023	GENF	76024	FIRST BANKCARD	CC HILBRANDS - REGIONAL WORKSHOP FEE	724-000	721	155.00
				CHECK GENF 76024 TOTAL FOR FUND 101:			2,157.23
03/23/2023	GENF	76028	MINER SUPPLY COMPANY	COMPLEX MAINTENANCE	931-000	265	225.40
03/24/2023	GENF	76(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	18,801.55
03/24/2023	GENF	8263(A)	BSB COMMUNICATIONS INC	COMPLEX MAINTENANCE	931-000	265	145.00
03/24/2023	GENF	8263(A)	BSB COMMUNICATIONS INC	COMPLEX MAINTENANCE	931-000	265	290.00
				CHECK GENF 8263(A) TOTAL FOR FUND 101:			435.00
03/24/2023	GENF	8264(A)	CONSUMERS ENERGY	103040083240 2894 THORNAPPLE RIV	921-000	265	42.75
03/24/2023	GENF	8265(A)	EASTERN FLORAL & GIFTS	BLOOMING PLANTS FOR TOWNSHIP	787-000	295	14.00

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03/24/2023	GENF	8269(A)	NAPA AUTO PARTS	VEHICLE MAINT	863-000	265	9.49
03/24/2023	GENF	8269(A)	NAPA AUTO PARTS	VEHICLE MAINT	863-000	265	0.95
				CHECK GENF 8269(A) TOTAL FOR FUND 101:			10.44
03/24/2023	GENF	8273(A)	KENT COUNTY TREASURER	PROPERTY TAX REFUNDS	950-000	295	96.86
03/30/2023	GENF	76036	KRISTINA BROTT	CLERK CONFERENCE MILEAGE	724-000	215	246.08
03/30/2023	GENF	76037	B&V MECHANICAL INC.	COMPLEX MAINTENANCE	931-000	265	1,026.81
03/30/2023	GENF	76038	CASCADE PRINTING & GRAPHICS	PRINTING & PUBLISHING	900-000	721	253.21
03/30/2023	GENF	76040*#	FIRST BANKCARD	CC ADMIN- HP LASER JET PRINTER ROLLER	727-000	257	27.50
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN -ASSESSING OFFICE SUPPLIES	727-000	257	77.82
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - MEETING NOTEBOOK	788-000	262	22.85
03/30/2023	GENF	76040	FIRST BANKCARD	COMPLEX MAINTENANCE	931-000	265	20.98
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - CLEANING SUPPLIES	931-000	265	18.52
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - (12) 32OZ; CUT STUMP TREATMNT	931-000	265	259.99
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - SHRM PROFESSIONAL MEMBERSHIP	723-000	295	244.00
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - NAME TAGS/ FLASH DRIVES	727-000	295	39.76
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 2 REAMS GOLD COLOR PAPER	727-000	295	32.26
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 2 BOXES LETTER SIZE MANILLA F	727-000	295	29.90
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - RETRO COLORS/ BLACK PENS	727-000	295	10.99
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - FASTENER FILE FOLDERS; LETTER	727-000	295	38.91
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - OFFICE SUPPLIES/ PENS	727-000	295	33.95
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - BANKERS STORAGE BOXES/ 1 BOX	727-000	295	56.89
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 2 CASES BRIGHT WHITE PAPER	727-000	295	127.99
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - FLASH THUMB DRIVE/ 5-PK	727-000	295	28.69
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - AAA BATTERIES	727-000	295	16.98
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN- HOLE PUNCH	727-000	295	4.11
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - COLOR/BLACK TONER CARTRIDGES	727-000	295	213.78
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - AA BATTERIES	727-000	295	20.80
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN -OFFICE SUPPLIES	727-000	295	15.29
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - KITCHEN STOCK- CUTLERY	787-000	295	61.17
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 2 PKS- 12OZ COFFEE CUPS	787-000	295	69.98
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 4-PK 4.5" BLACK DISPLAY STAND	787-000	295	10.89
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - KITCHEN CUTLERY	787-000	295	27.85
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN- 12X16 PICTURE FRAMES	787-000	295	36.87
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - PURELL HAND SANITIZER GEL	787-000	295	24.85
03/30/2023	GENF	76040	FIRST BANKCARD	HOT COCOA MIX	787-000	295	5.16
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - KITCHEN SUPPLIES	787-000	295	21.94
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 12X16 FRAME	787-000	295	14.99
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - LASER METAL PLAQUE	787-000	295	61.33
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - MAILCHIMP- STANDARD PLAN	967-000	295	60.00
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - MAILCHIMP STANDARD PLAN	967-000	295	60.00
				CHECK GENF 76040 TOTAL FOR FUND 101:			1,796.99
03/30/2023	GENF	76041	GRACE LESPERANCE	SUPERVISOR EXPENSE ACCOUNT	862-500	171	136.04
03/30/2023	GENF	76043*#	THE HOME DEPOT CREDIT SERVICES	VEHICLE MAINT	863-000	265	76.93
03/30/2023	GENF	76043	THE HOME DEPOT CREDIT SERVICES	VEHICLE MAINT	863-000	265	91.84
				CHECK GENF 76043 TOTAL FOR FUND 101:			168.77
03/30/2023	GENF	76046	MICHIGAN ECONOMIC DEVELOPERS ASSOC	2023 JOB POST- ECONOMIC DEVELOPMENT DR	787-000	295	375.00
03/30/2023	GENF	76048*#	MINER SUPPLY COMPANY	COMPLEX MAINTENANCE	931-000	265	119.89
03/30/2023	GENF	76049*#	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) GF	231-220	000	7.80
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	DEPENDENT LIFE W/H (C) FIRE	231-220	000	15.60
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) GF	231-221	000	28.00
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (D) FIRE	231-221	000	53.00
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) GF	231-221	000	100.00
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	ADDITIONAL LIFE W/H (E) FIR	231-221	000	181.80
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	234.75
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	35.69

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03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	238.79
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	590.07
				CHECK GENF 76049 TOTAL FOR FUND 101:			1,485.50
03/30/2023	GENF	76055	SLATER, SUE	CLERK MILEAGE	860-000	215	13.17
03/30/2023	GENF	76055	SLATER, SUE	CELL PHONE/ DATA	925-000	215	50.00
				CHECK GENF 76055 TOTAL FOR FUND 101:			63.17
03/31/2023	GENF	8275(A)*#	CONSUMERS ENERGY	103023462197 2867 THORNHILLS AVE SE	921-000	265	50.16
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012052419 6569 THORNBROOK ST SE	921-000	265	29.08
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012548051 5601 WHITNEYVILLE AVE SE	921-000	276	28.81
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	103036591347 7200 30TH ST	921-000	276	90.18
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100011965082 2870 JACK SMITH AVE SE	926-000	448	74.91
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100014570673 3804 THORNAPPLE RIVE	921-000	756	91.01
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100014570889 3820 THORNAPPLE RIVER D	921-000	756	49.87
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012592265 2900 THORNAPPLE RIVER DR	921-000	756	235.90
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012592398 2839 THORNAPPLE RIVER DR	921-000	803	61.97
				CHECK GENF 8275(A) TOTAL FOR FUND 101:			711.89
03/31/2023	GENF	8276(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	850	1,486.36
03/31/2023	GENF	8278(A)*#	HOPE NETWORK	COMPLEX MAINTENANCE	931-000	265	914.55
				Total for fund 101 GENERAL FUND			187,696.17
FUND 206 - FIRE FUND							
03/02/2023	GENF	16(S)	SMART BUSINESS SOURCE	FIRE OFFICE SUPPLIES	727-000	336	50.83
03/02/2023	GENF	16(S)	SMART BUSINESS SOURCE	FIRE OFFICE SUPPLIES	727-000	336	(50.83)
				CHECK GENF 16(S) TOTAL FOR FUND 206:			0.00
03/02/2023	GENF	75920	SOCIETY OF MICHIGAN EXAMS EMS	FIRE MEMBERSHIP AND DUES	723-000	336	75.00
03/02/2023	GENF	75920	SOCIETY OF MICHIGAN EXAMS EMS	FIRE TRAINING	726-000	336	445.00
				CHECK GENF 75920 TOTAL FOR FUND 206:			520.00
03/02/2023	GENF	75925	COMCAST	STATION #2 PHONES	850-000	336	96.90
03/02/2023	GENF	75929	HOLZHEI, CYNTHIA	FIRE OFFICE SUPPLIES	727-000	336	44.37
03/02/2023	GENF	75930*#	THE HOME DEPOT CREDIT SERVICES	TECH RESCUE	791-000	336	59.76
03/02/2023	GENF	75932	SHANE JORDAN	FIRE TRAINING	726-000	336	104.00
03/02/2023	GENF	75936*#	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	347.83
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	52.05
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	342.25
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	863.32
				CHECK GENF 75936 TOTAL FOR FUND 206:			1,605.45
03/03/2023	GENF	8218(A)*#	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	928-000	336	833.43
03/03/2023	GENF	8221(A)	FUEL MANAGEMENT SYSTEM	FIRE FUELS	745-000	336	120.26

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03/03/2023	GENF	8222(A)	NAPA AUTO PARTS	VEHICLE MAINT	863-000	336	122.94
03/03/2023	GENF	8224(A)*#	KINGSLAND'S ACE HARDWARE	SUPPLIES	752-000	336	11.69
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT	936-000	336	28.79
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT	936-000	336	31.09
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT	936-000	336	7.19
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT/BUTTRICK	936-002	336	41.38
03/03/2023	GENF	8224(A)	KINGSLAND'S ACE HARDWARE	FIRE STATION MAINT/BUTTRICK	936-002	336	17.09
				CHECK GENF 8224(A) TOTAL FOR FUND 206:			137.23
03/03/2023	GENF	8225(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	46.00
03/03/2023	GENF	8225(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	46.00
03/03/2023	GENF	8225(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	100.90
				CHECK GENF 8225(A) TOTAL FOR FUND 206:			192.90
03/03/2023	GENF	8226(A)	RIVERSIDE FIRE & SECURITY, INC.	CELLULAR MONITOR INSTALL/REQUIRMENT	936-002	336	1,235.00
03/03/2023	GENF	8228(A)*#	WEX BANK	FIRE FUELS	745-000	336	2,145.32
03/09/2023	GENF	75944*#	ARROWASTE	FIRE STATION MAINT/BUTTRICK- TRASH/ RECY	936-002	336	110.50
03/09/2023	GENF	75952*#	DTE ENERGY	9100 206 5269 9 2990 BUTTRICK DTE	928-000	336	1,373.17
03/09/2023	GENF	75956*#	GRAND RAPIDS CITY TREASURER	FIRE ST. #2 - WATER/SEWER	928-000	336	206.05
03/09/2023	GENF	75956	GRAND RAPIDS CITY TREASURER	FIRE ST #2 - FIRE PROTECTION	928-000	336	63.31
				CHECK GENF 75956 TOTAL FOR FUND 206:			269.36
03/09/2023	GENF	75958	INTERNATIONAL SOCIETY OF	FIRE TRAINING	726-000	336	725.00
03/09/2023	GENF	75959	J&B MEDICAL SUPPLY	MEDICAL SUPPLIES	752-100	336	54.32
03/09/2023	GENF	75980	JAMES WALKER	FIRE TRAINING	726-000	336	718.54
03/09/2023	GENF	75980	JAMES WALKER	FIRE MILEAGE	860-000	336	406.25
				CHECK GENF 75980 TOTAL FOR FUND 206:			1,124.79
03/10/2023	GENF	8234(A)	GERALD R. FORD INTERNATIONALAIRPORT	FIRE STATION MAINT	936-000	336	183.36
03/10/2023	GENF	8237(A)	KLEYN MOBILE REPAIR, INC.	VEHICLE MAINT	863-000	336	184.82
03/10/2023	GENF	8237(A)	KLEYN MOBILE REPAIR, INC.	VEHICLE MAINT	863-000	336	507.71
				CHECK GENF 8237(A) TOTAL FOR FUND 206:			692.53
03/16/2023	GENF	75984*#	CASCADE PRINTING & GRAPHICS	2022 ANNUAL REPORTS	901-000	336	1,084.01
03/16/2023	GENF	75990	COMCAST	COMMUNICATIONS- PHONES	850-000	336	42.75
03/16/2023	GENF	75994	GERALD R FORD	LEASE TEMP FIRE STATION #1	928-001	336	9,566.75
03/16/2023	GENF	75995	GORDON FOOD SERVICE STORE	COFFEE SUPPLIES	787-000	336	54.96
03/16/2023	GENF	75999	J&B MEDICAL SUPPLY	MEDICAL SUPPLIES	752-100	336	84.95
03/16/2023	GENF	75999	J&B MEDICAL SUPPLY	MEDICAL SUPPLIES	752-100	336	56.00
				CHECK GENF 75999 TOTAL FOR FUND 206:			140.95
03/16/2023	GENF	76014*#	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	320.10
03/16/2023	GENF	76014	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	67.79
03/16/2023	GENF	76014	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	328.60
03/16/2023	GENF	76014	VERIZON WIRELESS	COMMUNICATIONS	850-000	336	316.47
				CHECK GENF 76014 TOTAL FOR FUND 206:			1,032.96

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03/17/2023	GENF	8261(A)*#	VC3, INC	2023 IT SERVICE CONTRACT	932-000	336	7,800.00
03/23/2023	GENF	76024*#	FIRST BANKCARD	CC MAGERS - 1ST RESPONDER WELLNESS CONFE	726-000	336	313.99
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - MANNEQUIN TRAINING	726-000	336	727.99
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - REGISTRATION 7FF WMFCA	726-000	336	160.00
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - FIRE CHAPLAIN TRAINING- T. D	726-000	336	231.75
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - FB- 5000 BENCH PAD	752-000	336	48.75
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - FIRE UNIFORMS	768-000	336	14.56
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - 2 MARKER LIGHTS FOR ENGINE	863-000	336	173.12
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - MONTHLY -TOMMY'S CAR WASH	863-000	336	144.95
03/23/2023	GENF	76024	FIRST BANKCARD	CC MAGERS - BOTTLED WATER FOR TEMP STATI	936-000	336	24.85
				CHECK GENF 76024 TOTAL FOR FUND 206:			<u>1,839.96</u>
03/23/2023	GENF	76025	MELSE FIRE PROTECTION LLC	AED BATTERIES	752-100	336	1,346.00
03/23/2023	GENF	76029	SNYDER, JON	FIRE UNIFORMS	768-000	336	154.00
03/23/2023	GENF	76032	VILLAGE BIKE & FITNESS	GYM EQUIP FEMA GRANT	970-000	901	60,351.00
03/24/2023	GENF	76(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	20,496.96
03/24/2023	GENF	8266(A)	FUEL MANAGEMENT SYSTEM	FIRE FUELS	745-000	336	82.87
03/24/2023	GENF	8267(A)	GERALD R. FORD INTERNATIONALAIRPORT	UTILITIES	928-000	336	168.66
03/24/2023	GENF	8268(A)	GRX GROUP, LLC	CREW ORDERS	768-000	336	2,865.92
03/24/2023	GENF	8268(A)	GRX GROUP, LLC	STOCK	768-000	336	423.00
				CHECK GENF 8268(A) TOTAL FOR FUND 206:			<u>3,288.92</u>
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	113.00
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	179.00
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	90.00
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	90.00
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	182.97
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	121.98
03/24/2023	GENF	8270(A)	NYE UNIFORM COMPANY	FIRE UNIFORMS	768-000	336	241.50
				CHECK GENF 8270(A) TOTAL FOR FUND 206:			<u>1,018.45</u>
03/30/2023	GENF	76034	ADVOWASTE MEDICAL SERVICES	FIRE STATION MAINT	936-000	336	200.00
03/30/2023	GENF	76040*#	FIRST BANKCARD	CC ADMIN - COPY PAPER	727-000	336	126.24
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - IPHONE CASE	787-000	336	14.98
				CHECK GENF 76040 TOTAL FOR FUND 206:			<u>141.22</u>
03/30/2023	GENF	76043*#	THE HOME DEPOT CREDIT SERVICES	FIRE STATION MAINT/BUTTRICK	936-002	336	52.09
03/30/2023	GENF	76043	THE HOME DEPOT CREDIT SERVICES	FIRE STATION MAINT/BUTTRICK	936-002	336	118.63
03/30/2023	GENF	76043	THE HOME DEPOT CREDIT SERVICES	FIRE STATION MAINT/BUTTRICK	936-002	336	(176.72)
03/30/2023	GENF	76043	THE HOME DEPOT CREDIT SERVICES	FIRE STATION MAINT/BUTTRICK	936-002	336	(39.32)
				CHECK GENF 76043 TOTAL FOR FUND 206:			<u>(45.32)</u>
03/30/2023	GENF	76049*#	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	52.05
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	342.25
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	863.32
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	347.83
				CHECK GENF 76049 TOTAL FOR FUND 206:			<u>1,605.45</u>
03/30/2023	GENF	76057	JAMES WALKER	FIRE MEMBERSHIP AND DUES	723-000	336	50.00

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03/31/2023	GENF	8275(A)*#	CONSUMERS ENERGY	100012762959 2990 BUTTRICK AVE SE	928-000	336	813.15
03/31/2023	GENF	8276(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	850	2,216.87
Total for fund 206 FIRE FUND							125,201.16
FUND 207 - POLICE FUND							
03/23/2023	GENF	76022	COUNTY OF KENT	SHERIFF PROTECTION - FEB 2023	801-000	301	64,053.48
Total for fund 207 POLICE FUND							64,053.48
FUND 209- OPEN SPACE FUND							
03/03/2023	GENF	8218(A)*#	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE	921-000	751	28.81
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE@BARN	921-000	751	316.57
CHECK GENF 8218(A) TOTAL FOR FUND 209:							345.38
03/09/2023	GENF	75952*#	DTE ENERGY	9100 08888454 DTE -6803 BURTON ST SE	923-000	751	510.78
03/09/2023	GENF	75952	DTE ENERGY	920024457607 -2894 THORNAPPLE RIVER DR	923-000	751	147.93
CHECK GENF 75952 TOTAL FOR FUND 209:							658.71
03/09/2023	GENF	75956*#	GRAND RAPIDS CITY TREASURER	6803 BURTON ST SE - W/S	927-000	751	160.87
03/09/2023	GENF	75956	GRAND RAPIDS CITY TREASURER	6805 BURTON ST SE - W/S	927-000	751	88.02
CHECK GENF 75956 TOTAL FOR FUND 209:							248.89
03/16/2023	GENF	75987	CHASE BANK	BOND PRINCIPAL REFINANCE	991-201	990	293,000.00
03/16/2023	GENF	75987	CHASE BANK	BOND INTEREST REFINANCE	992-201	990	17,828.60
CHECK GENF 75987 TOTAL FOR FUND 209:							310,828.60
03/31/2023	GENF	8275(A)*#	CONSUMERS ENERGY	100061096465 6803 BURTON ST SE	921-000	751	28.81
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100041772151 6803 BURTON ST SE@BARN	921-000	751	286.82
CHECK GENF 8275(A) TOTAL FOR FUND 209:							315.63
Total for fund 209 CCT OPEN SPACE							312,397.21
FUND 216- PATHWAYS FUND							
03/16/2023	GENF	75981	BARTLETT TREE EXPERTS	MAINT & REPAIR	931-000	758	870.00
Total for fund 216 PATHWAYS FUND							870.00
FUND 246 - IRF FUND							
03/16/2023	GENF	76003	LEGACY LITIGATION GROUP PLLC	ADMIN LEGAL FEES	826-000	295	4,203.75
03/17/2023	GENF	8253(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	295	126.80
03/17/2023	GENF	8253(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	295	232.00
03/17/2023	GENF	8253(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	295	1,124.00
03/17/2023	GENF	8253(A)	CULLIGAN	WHOLE HOUSE FILTER PROJECT	967-100	295	3,590.50
CHECK GENF 8253(A) TOTAL FOR FUND 246:							5,073.30
Total for fund 246 IRF							9,277.05
FUND 248 - DDA FUND							
03/02/2023	GENF	75927	GRAND RAPIDS CITY TREASURER	WATER-SEWER	927-000	170	17.34
03/03/2023	GENF	8218(A)*#	CONSUMERS ENERGY	100054379084 5196 28TH ST SE	921-000	170	241.64
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100054393572 5434 28TH ST SE	921-000	170	54.45
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100012213862 6658 28TH ST	921-000	170	29.43
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100041058650 6116 28TH ST SE	921-000	170	49.21
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100041059278 5905 28TH ST SE	921-000	170	53.86
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100041081355 5613 28TH ST SE	921-000	170	48.94
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100063460503 5770 FOREMOST DR SE	921-000	170	94.30
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE	921-000	170	263.58
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	170	71.37
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100088376080 3001 ORCHARD VISTA DR	921-000	170	69.78
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST SE	921-000	170	126.72
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100012017305 6610 28TH ST SE	921-000	170	99.07
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	1000 9074 7807 6736 CASCADE RD SE	921-000	170	106.29
03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE	921-000	170	131.37

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03/03/2023	GENF	8218(A)	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE CHECK GENF 8218(A) TOTAL FOR FUND 248:	921-000	170	81.79 1,521.80
03/09/2023	GENF	75956*#	GRAND RAPIDS CITY TREASURER	MUSEUM WATER-SEWER	927-000	170	89.61
03/09/2023	GENF	75967*#	MUNIWEB	WEBSITE HOSTING	787-000	170	135.00
03/16/2023	GENF	75998	INTERURBAN TRANSIT PARTNERSHIP	TRANSPORTATION SERVICES	861-100	170	17,106.88
03/16/2023	GENF	76002	KORHORN, SANDRA	REIMB/ WATER FOR TALENT SM BUS EVENT	787-000	170	7.98
03/16/2023	GENF	76002	KORHORN, SANDRA	DDA - MILEAGE CHECK GENF 76002 TOTAL FOR FUND 248:	860-000	170	73.36 81.34
03/16/2023	GENF	76014*#	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA	924-100	170	10.02
03/16/2023	GENF	76014	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA	924-100	170	46.58
03/16/2023	GENF	76014	VERIZON WIRELESS	DDA CELL PHONES/ IPADS/ DATA CHECK GENF 76014 TOTAL FOR FUND 248:	924-100	170	139.41 196.01
03/23/2023	GENF	76024*#	FIRST BANKCARD	2023 SM BUS. TALENT EVENT	787-000	170	660.32
03/23/2023	GENF	76024	FIRST BANKCARD	CELL PHONES/DATA CHECK GENF 76024 TOTAL FOR FUND 248:	924-100	170	0.99 661.31
03/23/2023	GENF	76030	UNITED BANK	INTEREST AND FEES	996-001	990	9,668.75
03/30/2023	GENF	76054	SAVATREE, INC.	ALONG 28TH CASC X 28 UP HILL & WEST	931-000	170	2,213.00
03/30/2023	GENF	76054	SAVATREE, INC.	ALONG OLD 28TH ST	931-000	170	2,476.00
03/30/2023	GENF	76054	SAVATREE, INC.	ALONG CASCADE RD X 28TH ST T TRD CHECK GENF 76054 TOTAL FOR FUND 248:	931-000	170	1,310.00 5,999.00
03/31/2023	GENF	8275(A)*#	CONSUMERS ENERGY	100054379084 5196 28TH ST SE	921-000	170	194.90
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100054393572 5434 28TH ST SE	921-000	170	49.31
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012213862 6658 28TH ST	921-000	170	29.21
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100041058650 6116 28TH ST SE	921-000	170	40.66
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100041059278 5905 28TH ST SE	921-000	170	43.77
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100041081355 5613 28TH ST SE	921-000	170	38.26
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100063460503 5770 FOREMOST DR SE	921-000	170	79.86
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100066874924 2990 LUCERNE DR SE	921-000	170	228.89
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100041059393 6282 28TH ST SE	921-000	170	54.57
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100088376080 3001 ORCHARD VISTA DR	921-000	170	59.21
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	1000 9074 7807 6736 CASCADE RD SE	921-000	170	86.50
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012017115 6753 OLD 28TH ST SE	921-000	170	89.77
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100012017305 6610 28TH ST SE	921-000	170	79.31
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100011901541 6800 CASCADE RD SE	921-000	170	91.86
03/31/2023	GENF	8275(A)	CONSUMERS ENERGY	100011901814 6811 CASCADE RD SE CHECK GENF 8275(A) TOTAL FOR FUND 248:	921-000	170	72.15 1,238.23
Total for fund 248 DDA							36,715.27
FUND 249 - BUILDING FUND							
03/02/2023	GENF	75921	BENOIT, BILL	MILEAGE - BENOIT	860-000	371	320.30
03/02/2023	GENF	75924	CASCADE CHARTER TOWNSHIP	DUE TO I.R.F.- S&W CONNECTIONS	237-000	000	12,120.00
03/02/2023	GENF	75926	CRAIG SMITH	MILEAGE - C. SMITH	860-000	371	307.85
03/02/2023	GENF	75928	THOMAS HANSON	MILEAGE - T. HANSON	860-000	371	284.27
03/02/2023	GENF	75931	HUYSER, DANIEL A.	MILEAGE- HUYSER	860-000	371	305.23
03/02/2023	GENF	75934	VINCENT MILITO	MILEAGE MILITO-	860-000	371	294.10
03/02/2023	GENF	75935	MODERN OFFICE	ADJ U SHAPE DESK	967-000	371	3,199.00

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03/02/2023	GENF	75935	MODERN OFFICE	U SHAPE DESK CHECK GENF 75935 TOTAL FOR FUND 249:	967-000	371	2,649.00 5,848.00
03/02/2023	GENF	75936*#	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	185.84
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	176.88
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	26.88
03/02/2023	GENF	75936	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F) CHECK GENF 75936 TOTAL FOR FUND 249:	720-000	850	466.42 856.02
03/02/2023	GENF	75937	ROWLADER, DENNIS	MILEAGE - D. ROWLADER	860-000	371	224.01
03/02/2023	GENF	75938	RON SABIN	MILEAGE SABIN	860-000	371	287.55
03/02/2023	GENF	75940	JEFFREY C. VANTIL	MILEAGE- J. VANTIL	860-000	371	381.87
03/02/2023	GENF	75941	DOUGLAS WEEKS	MILEAGE - D. WEEKS	860-000	371	58.95
03/02/2023	GENF	75942	PAUL WESTHOUSE	MILEAGE - P. WESTHOUSE	860-000	371	263.31
03/02/2023	GENF	75943	BRIAN WILSON	MILEAGE WILSON	860-000	371	212.88
03/03/2023	GENF	8220(A)	FIRST CHOICE COFFEE SERVICE	SERVICE CONTRACTS	939-000	371	231.42
03/09/2023	GENF	75947	CASCADE CHARTER TOWNSHIP	PERMITS DUE CASCADE TWP	964-800	964	6,941.45
03/09/2023	GENF	75948	CASCADE CHARTER TOWNSHIP	DUE TO I.R.F.- S&W CONNECTIONS	237-000	000	2,200.00
03/09/2023	GENF	75949*#	CONSUMERS ENERGY	103036932491 5920 TAHOE DR SE	923-000	371	450.42
03/09/2023	GENF	75952*#	DTE ENERGY	9200 176 5188 2 -5920 TAHOE - DTE ENERGY	923-000	371	622.43
03/09/2023	GENF	75957	GRAND RAPIDS CHARTER TOWNSHIP	PERMITS DUE TO GR TWP	964-300	964	5,192.20
03/10/2023	GENF	8229(A)	ADA TOWNSHIP	PERMITS DUE TO ADA TWP	964-400	964	4,957.00
03/10/2023	GENF	8233(A)	EAST GRAND RAPIDS/CITY OF	PERMITS DUE TO EAST GR	964-500	964	3,572.20
03/10/2023	GENF	8238(A)	LOWELL TOWNSHIP	PERMITS DUE TO LOWELL TWP	964-100	964	1,331.60
03/10/2023	GENF	8241(A)	PLAINFIELD CHARTER TOWNSHIP	PERMITS DUE PLAINFIELD	964-600	964	7,308.00
03/10/2023	GENF	8243(A)	RICOH USA INC	SERVICE CONTRACTS	939-000	371	35.62
03/10/2023	GENF	8252(A)	VERGENNES TOWNSHIP	PERMITS DUE TO VERGENNES TWP	964-200	964	1,485.40
03/16/2023	GENF	75982	BENOIT, BILL	MILEAGE - BENOIT	860-000	371	248.52
03/16/2023	GENF	75991*#	COMCAST	BUILDING PHONES	924-000	371	338.82
03/16/2023	GENF	75992	CRAIG SMITH	MILEAGE - C. SMITH	860-000	371	312.44
03/16/2023	GENF	75996	THOMAS HANSON	MILEAGE - T. HANSON	860-000	371	389.07

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03/16/2023	GENF	75997	HUYSER, DANIEL A.	MILEAGE- HUYSER	860-000	371	243.01
03/16/2023	GENF	76004	VINCENT MILITO	MILEAGE MILITO-	860-000	371	317.68
03/16/2023	GENF	76008	PELL, TODD	MILEAGE - T. PELL	860-000	371	157.20
03/16/2023	GENF	76009	ROWLADER, DENNIS	MILEAGE - D. ROWLADER	860-000	371	234.49
03/16/2023	GENF	76010	RON SABIN	MILEAGE SABIN	860-000	371	267.24
03/16/2023	GENF	76012	VANDERWALL BROTHERS	CASCADE TWP MECHANICAL PERMITS	607-486	000	100.00
03/16/2023	GENF	76013	JEFFREY C. VANTIL	MILEAGE - J. VANTIL	860-000	371	308.51
03/16/2023	GENF	76014*#	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	80.02
03/16/2023	GENF	76014	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	197.70
03/16/2023	GENF	76014	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	858.01
03/16/2023	GENF	76014	VERIZON WIRELESS	BLDG CELL PHONES/IPADS/DATA	924-100	371	538.11
				CHECK GENF 76014 TOTAL FOR FUND 249:			<u>1,673.84</u>
03/16/2023	GENF	76015	DOUGLAS WEEKS	MILEAGE - D. WEEKS	860-000	371	71.25
03/16/2023	GENF	76016	PAUL WESTHOUSE	MILEAGE - P. WESTHOUSE	860-000	371	200.43
03/16/2023	GENF	76017	BRIAN WILSON	MILEAGE WILSON	860-000	371	131.66
03/17/2023	GENF	8257(A)	RICOH USA INC	SERVICE CONTRACTS	939-000	371	74.27
03/17/2023	GENF	8261(A)*#	VC3, INC	2023 IT SERVICE CONTRACT	932-000	371	7,800.00
03/23/2023	GENF	76024*#	FIRST BANKCARD	CC WILSON - SAM'S MEMBERSHIP DUES	723-000	371	50.00
03/23/2023	GENF	76024	FIRST BANKCARD	BOOKS	757-000	371	129.00
03/23/2023	GENF	76024	FIRST BANKCARD	DEPT HEAD, SUPV EXPENSES	862-500	371	16.80
03/23/2023	GENF	76024	FIRST BANKCARD	DEPT HEAD, SUPV EXPENSES	862-500	371	38.00
03/23/2023	GENF	76024	FIRST BANKCARD	DEPT HEAD, SUPV EXPENSES	862-500	371	16.43
03/23/2023	GENF	76024	FIRST BANKCARD	CC WILSON - J2 EFAX SERVICES	924-100	371	18.99
03/23/2023	GENF	76024	FIRST BANKCARD	BLDG - SPECIAL PROJECTS-FURNITURE UPDATE	967-000	371	90.11
				CHECK GENF 76024 TOTAL FOR FUND 249:			<u>359.33</u>
03/23/2023	GENF	76026	METRO BLDG INSP ASSOCIATION	EDUCATION	724-000	371	150.00
03/23/2023	GENF	76027	MECHANICAL INSPECTORS ASSOC OF	EDUCATION	724-000	371	300.00
03/23/2023	GENF	76027	MECHANICAL INSPECTORS ASSOC OF	EDUCATION	724-000	371	300.00
				CHECK GENF 76027 TOTAL FOR FUND 249:			<u>600.00</u>
03/23/2023	GENF	76031	VELDHOUSE ELECTRIC	ELECTRICAL PERMITS	607-200	000	392.00
03/23/2023	GENF	76033	WHITMORE HOMES	BUILDING PERMITS	607-100	000	262.00
03/24/2023	GENF	76(E)*	WEST MICHIGAN HEALTH INSURANCE POOL	HEALTH INSURANCE BENEFITS	719-000	850	14,036.82
03/24/2023	GENF	8274(A)	WOLVERINE PRINT SOLOUTIONS	SUPPLIES	727-000	371	319.00
03/24/2023	GENF	8274(A)	WOLVERINE PRINT SOLOUTIONS	SUPPLIES	727-000	371	165.00
				CHECK GENF 8274(A) TOTAL FOR FUND 249:			<u>484.00</u>
03/30/2023	GENF	76035	BENOIT, BILL	MILEAGE - BENOIT	860-000	371	326.85

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03/30/2023	GENF	76039	CRAIG SMITH	MILEAGE - C. SMITH	860-000	371	311.13
03/30/2023	GENF	76040*#	FIRST BANKCARD	CC ADMIN - TONER FOR LASER PRINTER	727-000	371	72.89
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - OFFICE SUPPLIES	727-000	371	132.53
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - PAPER CLIPS	727-000	371	18.53
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - INK JET CARTRIDGES	727-000	371	77.95
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - ADDRESS LABELS	727-000	371	18.29
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - AA BATTERIES	727-000	371	20.80
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - 3 PKGS OF 4 DISINFECTANT WIPES	787-000	371	44.91
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - PAPER PLATES/ BLDG DEPT	787-000	371	22.09
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - SUPPLIES BLDG DEPT KITCHEN	787-000	371	116.12
03/30/2023	GENF	76040	FIRST BANKCARD	CC ADMIN - HP LASER PRINTER	932-000	371	169.00
				CHECK GENF 76040 TOTAL FOR FUND 249:			693.11
03/30/2023	GENF	76042	THOMAS HANSON	MILEAGE - HANSON	860-000	371	311.78
03/30/2023	GENF	76044	HUYSER, DANIEL A.	MILEAGE- HUYSER	860-000	371	190.61
03/30/2023	GENF	76045	INTEGRITY BUSINESS SOLUTIONS, LLC	SUPPLIES	727-000	371	53.35
03/30/2023	GENF	76047	VINCENT MILITO	MILEAGE MILITO-	860-000	371	318.99
03/30/2023	GENF	76049*#	MUTUAL OF OMAHA INSURANCE	LIFE INSURANCE BENEFITS (A)	720-000	850	170.76
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE AD&D BENEFITS (B)	720-000	850	25.95
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE STD BENEFITS (G)	720-000	850	185.84
03/30/2023	GENF	76049	MUTUAL OF OMAHA INSURANCE	LIFE LTD BENEFITS (F)	720-000	850	466.42
				CHECK GENF 76049 TOTAL FOR FUND 249:			848.97
03/30/2023	GENF	76051	PELL, TODD	MILEAGE - TODD PELL	860-000	371	90.39
03/30/2023	GENF	76052	ROWLADER, DENNIS	MILEAGE - D. ROWLADER	860-000	371	212.88
03/30/2023	GENF	76053	RON SABIN	MILEAGE SABIN	860-000	371	352.39
03/30/2023	GENF	76056	JEFFREY C. VANTIL	MILEAGE - J. VANTIL	860-000	371	317.68
03/30/2023	GENF	76058	DOUGLAS WEEKS	MILEAGE - WEEKS	860-000	371	65.50
03/30/2023	GENF	76059	PAUL WESTHOUSE	MILEAGE- P. WESTHOUSE	860-000	371	337.33
03/30/2023	GENF	76060	BRIAN WILSON	MILEAGE WILSON	860-000	371	237.77
03/31/2023	GENF	8276(A)*	DELTA DENTAL	DENTAL INSURANCE BENEFITS	721-000	850	1,271.71
03/31/2023	GENF	8277(A)	FIRST CHOICE COFFEE SERVICE	SERVICE CONTRACTS	939-000	371	214.15
Total for fund 249 BUILDING FUND							91,399.25

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FUND 270 - LIBRARY FUND							
03/03/2023	GENF	8218(A)*#	CONSUMERS ENERGY	100000284784 2870 JACK SMITH AVE SE	921-000	790	4,239.01
03/03/2023	GENF	8224(A)*#	KINGSLAND'S ACE HARDWARE	LIBRARY MAINTENANCE	931-000	790	19.99
03/09/2023	GENF	75944*#	ARROWASTE	LIBRARY MAINTENANCE- TRASH/ RECYCLE	931-000	790	178.96
03/09/2023	GENF	75951	CHULSKI'S SALT SERVICE LLC	LIBRARY MAINTENANCE	931-000	790	1,820.35
03/09/2023	GENF	75952*#	DTE ENERGY	9100 206 6816 LIBRARY DTE ENERGY	923-000	790	1,991.36
03/09/2023	GENF	75953	ELEVATOR SERVICE INC	LIBRARY MAINTENANCE	931-000	790	139.00
03/09/2023	GENF	75962*#	MCDONALD PLUMBING	LIBRARY MAINTENANCE	931-000	790	548.00
03/10/2023	GENF	8230(A)	BATTERIES PLUS - 383	LIBRARY MAINTENANCE	931-000	790	237.55
03/10/2023	GENF	8230(A)	BATTERIES PLUS - 383	LIBRARY MAINTENANCE	931-000	790	(164.60)
				CHECK GENF 8230(A) TOTAL FOR FUND 270:			72.95
03/16/2023	GENF	75988	CHULSKI'S SALT SERVICE LLC	196 WINTER MELT 50#	931-000	790	1,456.28
03/16/2023	GENF	76014*#	VERIZON WIRELESS	LIBRARY PHONES- WISNER CENTER	924-000	790	50.03
03/17/2023	GENF	8258(A)	RIVERSIDE FIRE & SECURITY, INC.	MONIORING	924-000	790	540.00
03/17/2023	GENF	8258(A)	RIVERSIDE FIRE & SECURITY, INC.	COMMUNICATOR	931-000	790	695.00
				CHECK GENF 8258(A) TOTAL FOR FUND 270:			1,235.00
03/23/2023	GENF	76020	B&V MECHANICAL INC.	LIBRARY MAINTENANCE	931-000	790	1,055.24
03/24/2023	GENF	8271(A)	RIVERSIDE FIRE & SECURITY, INC.	YRLY MONITORING FEE & COMM INSTALLED	931-000	790	1,235.00
03/24/2023	GENF	8272(A)	THE LIGHT BULB COMPANY	LIBRARY MAINTENANCE	931-000	790	285.06
03/30/2023	GENF	76048*#	MINER SUPPLY COMPANY	LIBRARY MAINTENANCE	931-000	790	212.55
03/31/2023	GENF	8275(A)*#	CONSUMERS ENERGY	100000284784 2870 JACK SMITH AVE SE	921-000	790	3,799.73
03/31/2023	GENF	8278(A)*#	HOPE NETWORK	JANITORIAL & MAINTENANCE	802-200	790	3,567.24
				Total for fund 270 LIBRARY FUND			21,905.75
FUND 403 - CONSTRUCTION FUND FIRE STATION #1							
03/17/2023	GENF	8260(A)	US DIGITAL DESIGNS, INC.	ALERTING SYSTEM FOR NEW CONSTRUCTION	975-000	901	49,702.50
03/17/2023	GENF	8260(A)	US DIGITAL DESIGNS, INC.	ALERTING SYSTEM FOR NEW CONSTRUCTION	975-000	901	688.50
03/17/2023	GENF	8260(A)	US DIGITAL DESIGNS, INC.	ALERTING SYSTEM FOR NEW CONSTRUCTION	975-000	901	2,895.15
				CHECK GENF 8260(A) TOTAL FOR FUND 403:			53,286.15
03/17/2023	GENF	8262(A)	WILLIAMS ASSOCIATES ARCHITECTS, LTD	ENGINEERING DESIGN	821-100	326	11,550.39
03/30/2023	GENF	76050	NORIX GROUP, INC.	BED FRAMES/STORAGE NEW STATION	975-000	901	7,346.38
				Total for fund 403 FIRE STATION #1: CONSTRUCTION FUND- BOND			72,182.92

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 03/01/2023 - 03/31/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
FUND 703 - TAX FUND							
03/09/2023	GENF	75963	HELMBRECHT SPENCER & THERESA	DUE TO 41-19-10-252-013	275-000	000	26.77
03/09/2023	GENF	75964	TOPP ELLA TRUST	DUE TO 411907177078	275-000	000	914.06
03/09/2023	GENF	75971	CASCADE CHARTER TOWNSHIP	CCT-INTEREST & PENALTY	214-111	000	379.66
03/09/2023	GENF	75971	CASCADE CHARTER TOWNSHIP	CCT FIRE	214-115	000	35,262.71
03/09/2023	GENF	75971	CASCADE CHARTER TOWNSHIP	CCT - FIRE PP	214-115	000	3,375.21
03/09/2023	GENF	75971	CASCADE CHARTER TOWNSHIP	CCT - IFT FIRE	214-215	000	540.17
				CHECK GENF 75971 TOTAL FOR FUND 703:			<u>39,557.75</u>
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT - OPERATING	214-110	000	26,049.57
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT - OPERATING TAXES PP	214-110	000	2,493.39
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT-INTEREST & PENALTY	214-111	000	297.75
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT - OVER/SHORT	214-112	000	(1.41)
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT - STREET LIGHTS	214-140	000	1,793.43
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT - ADMIN	214-155	000	5,623.88
03/09/2023	GENF	75972	CASCADE CHARTER TWP	CCT - IFT OPERATING TAXES	214-210	000	399.03
				CHECK GENF 75972 TOTAL FOR FUND 703:			<u>36,655.64</u>
03/09/2023	GENF	75973	LIBRARY FUND	CCT-INTEREST & PENALTY	214-111	000	43.27
03/09/2023	GENF	75973	LIBRARY FUND	CCT - LIBRARY	214-120	000	4,017.96
03/09/2023	GENF	75973	LIBRARY FUND	CCT - LIBRARY PP	214-120	000	384.55
03/09/2023	GENF	75973	LIBRARY FUND	CCT-IFT LIBRARY	214-220	000	61.54
				CHECK GENF 75973 TOTAL FOR FUND 703:			<u>4,507.32</u>
03/09/2023	GENF	75974	CASCADE CHARTER TOWNSHIP	CCT-INTEREST & PENALTY	214-111	000	66.36
03/09/2023	GENF	75974	CASCADE CHARTER TOWNSHIP	CCT OPEN SPACE	214-116	000	6,164.34
03/09/2023	GENF	75974	CASCADE CHARTER TOWNSHIP	CCT OPEN SPACE PP	214-116	000	589.99
03/09/2023	GENF	75974	CASCADE CHARTER TOWNSHIP	CCT OPEN SPACE IFT	214-216	000	94.42
				CHECK GENF 75974 TOTAL FOR FUND 703:			<u>6,915.11</u>
03/09/2023	GENF	75975	PATHWAYS FUND	CCT-PATHWAYS	214-100	000	9,421.96
03/09/2023	GENF	75975	PATHWAYS FUND	CCT-PATHWAYS PP	214-100	000	901.82
03/09/2023	GENF	75975	PATHWAYS FUND	CCT-INTEREST & PENALTY	214-111	000	101.40
03/09/2023	GENF	75975	PATHWAYS FUND	CCT - IFT PATHWAYS	214-200	000	144.32
				CHECK GENF 75975 TOTAL FOR FUND 703:			<u>10,569.50</u>
03/09/2023	GENF	75976	POLICE FUND	CCT-POLICE	214-105	000	12,304.65
03/09/2023	GENF	75976	POLICE FUND	CCT-POLICE PP	214-105	000	1,177.73
03/09/2023	GENF	75976	POLICE FUND	CCT-INTEREST & PENALTY	214-111	000	132.46
03/09/2023	GENF	75976	POLICE FUND	CCT - IFT POLICE	214-205	000	188.48
				CHECK GENF 75976 TOTAL FOR FUND 703:			<u>13,803.32</u>
03/09/2023	GENF	75977	CASCADE CHARTER TOWNSHIP	CCT-INTEREST & PENALTY	214-111	000	11.94
03/09/2023	GENF	75977	CASCADE CHARTER TOWNSHIP	301TRD	214-135	000	1,194.12
				CHECK GENF 75977 TOTAL FOR FUND 703:			<u>1,206.06</u>
03/09/2023	GENF	75978	KENT DISTRICT LIBRARY	KDL - TAXES	223-110	000	36,780.27
03/09/2023	GENF	75978	KENT DISTRICT LIBRARY	KDL - TAX INTEREST	223-111	000	361.43
03/09/2023	GENF	75978	KENT DISTRICT LIBRARY	KDL - IFT TAXES	223-210	000	514.20
				CHECK GENF 75978 TOTAL FOR FUND 703:			<u>37,655.90</u>
03/09/2023	GENF	75979	STATE OF MICHIGAN	IFT SET & OPER TAX CALED OPER	228-201	000	2,052.85
03/10/2023	GENF	8244(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - OPERATING	225-410	000	93,162.67
03/10/2023	GENF	8244(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - INTEREST OPER	225-411	000	1,909.56
				CHECK GENF 8244(A) TOTAL FOR FUND 703:			<u>95,072.23</u>
03/10/2023	GENF	8245(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - INTEREST	225-411	000	794.81
03/10/2023	GENF	8245(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - DEBT	225-420	000	40,471.39
03/10/2023	GENF	8245(A)	CALEDONIA COMMUNITY SCHOOLS	CALEDONIA - IFT DEBT	225-520	000	1,514.94
				CHECK GENF 8245(A) TOTAL FOR FUND 703:			<u>42,781.14</u>

CHECK DISBURSEMENT REPORT FOR CASCADE CHARTER TOWNSHIP
CHECK DATE FROM 03/01/2023 - 03/31/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
03/10/2023	GENF	8246(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - OPERATING	225-110	000	95,022.32
03/10/2023	GENF	8246(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - INTEREST	225-111	000	1,868.36
03/10/2023	GENF	8246(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - DEBT	225-120	000	62,892.11
03/10/2023	GENF	8246(A)	FOREST HILLS PUBLIC SCHOOLS	FHPS - RECREATION	225-130	000	10,217.34
				CHECK GENF 8246(A) TOTAL FOR FUND 703:			170,000.13
03/10/2023	GENF	8247(A)	GRAND RAPIDS COMMUNITY COLLEGE	GRCC - TAXES	235-110	000	5,141.77
03/10/2023	GENF	8247(A)	GRAND RAPIDS COMMUNITY COLLEGE	GRCC - TAXES INTEREST	235-111	000	310.20
03/10/2023	GENF	8247(A)	GRAND RAPIDS COMMUNITY COLLEGE	GRCC - IFT TAX	235-210	000	28.44
				CHECK GENF 8247(A) TOTAL FOR FUND 703:			5,480.41
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - OPERATING	222-110	000	12,432.39
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - INTEREST	222-111	000	1,325.21
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - JAIL	222-160	000	22,463.96
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - ZOO/MUSEUM	222-165	000	12,520.77
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - SENIOR	222-170	000	14,884.57
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - VETERAN'S MILLAGE	222-172	000	1,488.11
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - EARLY CHILDHOOD	222-185	000	7,171.12
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT OPERATING	222-210	000	68.78
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT JAIL	222-260	000	314.05
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT ZOO/MUSEUM	222-265	000	175.04
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT SENIOR	222-270	000	208.08
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT VETERAN'S MILLAGE	222-272	000	20.80
03/10/2023	GENF	8248(A)	KENT COUNTY TREASURER	KENT COUNTY - IFT EARLY CHILDHOOD	222-285	000	100.25
				CHECK GENF 8248(A) TOTAL FOR FUND 703:			73,173.13
03/10/2023	GENF	8249(A)	KENT COUNTY TREASURER-SET	KENT COUNTY - INTEREST	222-111	000	1,083.46
03/10/2023	GENF	8249(A)	KENT COUNTY TREASURER-SET	CALEDONIA SET & OPERATING TAX (COUNTY)	228-001	000	12,905.08
03/10/2023	GENF	8249(A)	KENT COUNTY TREASURER-SET	FHPS SET & OPERATING TAX (COUNTY)	228-001	000	5,152.19
				CHECK GENF 8249(A) TOTAL FOR FUND 703:			19,140.73
03/10/2023	GENF	8250(A)	KENT INTERMEDIATE SCHOOLS	KENT ISD - TAXES	234-110	000	16,386.07
03/10/2023	GENF	8250(A)	KENT INTERMEDIATE SCHOOLS	KENT ISD - TAXES INTEREST	234-111	000	988.59
03/10/2023	GENF	8250(A)	KENT INTERMEDIATE SCHOOLS	KENT ISD - IFT TAXES	234-210	000	90.65
				CHECK GENF 8250(A) TOTAL FOR FUND 703:			17,465.31
03/10/2023	GENF	8251(A)	LOWELL AREA SCHOOLS	LOWELL - OPERATING	226-110	000	104.02
03/10/2023	GENF	8251(A)	LOWELL AREA SCHOOLS	LOWELL - INTEREST	226-111	000	15.76
03/10/2023	GENF	8251(A)	LOWELL AREA SCHOOLS	LOWELL - DEBT	226-120	000	1,378.13
03/10/2023	GENF	8251(A)	LOWELL AREA SCHOOLS	LOWELL BLDG/SITE	226-130	000	192.25
				CHECK GENF 8251(A) TOTAL FOR FUND 703:			1,690.16
03/16/2023	GENF	76006	GREGORY GILL	DUE TO TAXPAYERS - 411914226007	275-002	000	4,975.00
				Total for fund 703 CURRENT TAX COLLECTION FUND			583,642.52
				TOTAL - ALL FUNDS			1,505,340.78

*#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

*#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Transactions Log for Payroll Deductions

MONTH ENDING: March 2023

Direct Deposit

Date Submitted	<u>3/14/23</u>	Transaction#	<u>CGMHT1A1HO</u>	Amount	<u>\$114,965.75</u>
Date Submitted	<u>3/27/23</u>	Transaction#	<u>6J2MIS1RPD</u>	Amount	<u>\$106,833.43</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

Deferred Comp

Date Submitted	<u>3/14/23</u>	Transaction#	_____	Amount	<u>\$476.27</u>
Date Submitted	<u>3/27/23</u>	Transaction#	_____	Amount	<u>\$150.00</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

Payroll Taxes

Date Submitted	<u>3/14/23</u>	Transaction#	<u>23270718</u>	Amount	<u>\$40,870.34</u>
Date Submitted	<u>3/28/23</u>	Transaction#	<u>45419618</u>	Amount	<u>\$37,625.10</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

HSA

Date Submitted	<u>3/14/23</u>	Transaction#	<u>FPQ9QRN0SU</u>	Amount	<u>\$2,706.00</u>
Date Submitted	<u>3/27/23</u>	Transaction#	<u>Y00B38N08P</u>	Amount	<u>\$2,621.00</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

ICMA RC

Date Submitted	<u>3/14/23</u>	Transaction#	<u>DMVCCA2X4E</u>	Amount	<u>\$829.67</u>
Date Submitted	<u>3/27/23</u>	Transaction#	<u>9YPDSHELOQ</u>	Amount	<u>\$669.74</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

MERS DB EE

Date Submitted	<u>3/27/23</u>	Transaction#	_____	Amount	<u>\$6,549.30</u>
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MERS DB ER

Date Submitted	<u>3/27/23</u>	Transaction#	_____	Amount	<u>\$24,261.00</u>
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MERS DC

Date Submitted	<u>3/14/23</u>	Transaction#	<u>149</u>	Amount	<u>\$20,098.12</u>
Date Submitted	<u>3/27/23</u>	Transaction#	<u>150</u>	Amount	<u>\$20,225.05</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

MERS 457

Date Submitted	<u>3/14/23</u>	Transaction#	<u>59</u>	Amount	<u>\$302.60</u>
Date Submitted	<u>3/27/23</u>	Transaction#	<u>60</u>	Amount	<u>\$1168.60</u>
Date Submitted	_____	Transaction#	_____	Amount	_____

Monthly Check Register – Gross

Date Submitted	<u>4-6-23</u>	Amount	<u>\$ 380,351.97</u>
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Clerk's Office

Date _____



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 26, 2023
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Township Liquor License Regulations – Public Hearing and Consideration of Ordinance Amendment

FACTS:

The State of Michigan Liquor Control Commission is the state of Michigan agency responsible for the regulation of the sale of alcoholic beverages in the state. They accomplish this through an array of liquor licenses that are available for the specific business model the applicant is seeking. Certain licenses, primarily those that involve the consumption of alcohol on-premises, require local legislative approval before the MLCC will consider issuing the permit. Others require the “opinions” of the local legislative body to be considered prior to issuance. A chart detailing the approval requirements for each type of license is attached for your review.

The most popular type of license for on-site consumption of alcohol is referred to as a Class C license. This license allows a restaurant or bar to sell and serve beer, wine, mixed spirit drink, and spirits to customers. They may be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license. Each municipality in Michigan is assigned a quota of Class C licenses based on the formula of one license for every 1,500 residents. Based on the 2020 census, the Township was recently allocated an additional Class C license.

Class C licenses are a commoditized license at the state. Once an entity has successfully secured a Class C license, they are able to sell that license to another entity through an escrow process. That license can also be transferred to another municipality that is in a county that abuts the County the license originated in. Because of this commoditization and scarcity, licenses that sell from one entity to another can fetch upwards of \$75,000 on the open market.

In an attempt to ensure that quota licenses remain in their communities, several local municipalities have instituted a requirement that the applicant for the license enter into an agreement with the municipality whereby if the business ceases to operate, the license will be returned to the State, rather than sold or transferred to another entity. This ensures that the license will remain available in the Township for future applicants to apply for rather than being transferred, for profit, outside of the Township.

Attached for your review is:

- Proposed Liquor License Ordinance Amendment
- MLCC Document Describing Liquor License Types
- MLCC Document Detailing Approval Requirements for License

ANALYSIS & CONCLUSIONS:

By amending the current Liquor License ordinance to include the required agreement to return the license to the State if it is no longer being used, we can ensure other current or future Township entities will have the ability to apply for the coveted Class C license or any other quota licenses of the Township. If the amendment is adopted by the Township, staff and legal counsel will amend our current application materials to solicit applications for the currently available Class C license.

The Township Board has a scheduled public hearing for this item. After the public hearing is held, the Township Board may choose to amend the Liquor License ordinance at that meeting, or any future meeting

FINANCIAL CONSIDERATIONS:

The repeal or amendment of the Liquor License ordinance itself comes with minimal costs, including staff time, printing and publishing.

RECOMMENDED ACTION:

Hold the Public Hearing for the amendment of the Cascade Township Liquor License Ordinance and consider adoption of said ordinance amendments.

Chapter 245
LIQUOR LICENSES

[HISTORY: Adopted by the Township Board of the Charter Township of Cascade 1-12-2000 by Ord. No. 1-2000. Amendments noted where applicable.]

GENERAL REFERENCES

Parks and recreation areas — See Ch. 282.

§ 245-1. Favorable finding from Township required.

The Township Board of the Charter Township of Cascade finds and declares that in the interest of the public health, safety and general welfare of its citizens the Township shall require that any establishment seeking a liquor license from the State of Michigan for the sale and consumption of alcoholic beverages on the premises shall first obtain a favorable recommendation from the Township Board.

§ 245-2. Definitions. [Amended 11-10-2014 by Ord. No. 10-2014]

Unless the context specifically indicates otherwise, the meanings of the terms used in this chapter shall be as follows:

ACCESSORY USE — The incidental and subordinate use to the principal use within the premises.

APPLICANT — Any person who seeks a recommendation from the Township Board of the Charter Township of Cascade for an on-premises retail license as defined by the Michigan Liquor Control Commission.

ON-PREMISES RETAIL LICENSE — A liquor license issued by the Michigan Liquor Control Commission where alcoholic beverages are served on the premises. This license enables the business to sell beer, wine, and liquor for consumption on the licensed premises.

PERSON — Any individual, firm, partnership, association, corporation, business, trust, club or lodge.

PREMISES — Includes all of the areas used in carrying out the primary normal functions of the business of the licensee.

PRINCIPAL USE — The primary or predominant use of any premises.

§ 245-3. Application requirements for new license. [Amended 11-10-2014 by Ord. No. 10-2014]

- A. Applications for license to sell beer, wine or spirits shall be made to the Township Board in writing, signed by the applicant, if an individual, or by a duly authorized agent thereof, if a partnership or corporation, verified by oath or affidavit, and shall contain the following statements and information:

- (1) The name, age and address of the applicant in the case of an individual; or, in the case of a copartnership, the persons entitled to share in the profits thereof; in the case of a corporation, the objects for which organized and the names and addresses of the officers, directors and stockholders of the corporation holding more than 5% of the stock of such corporation.
 - (2) The citizenship of the applicant, his place of birth, and, if a naturalized citizen, the time and place of his naturalization.
 - (3) The length of time said applicant has been in business of that character, or, in the case of a corporation, the date when it was incorporated.
 - (4) The location and description of the premises or place of business which is to be operated under such license.
 - (5) A statement whether the applicant has made application for a similar or other license on premises other than described in this application, and the disposition of such application.
 - (6) A statement that the applicant has never been convicted of a felony and is not disqualified to receive a license by reason of any matter contained in this chapter or the laws of the State of Michigan.
 - (7) A statement that the applicant will not violate any of the laws of the State of Michigan or of the United States or any ordinances of the Township in the conduct of its business.
- B. The application shall be accompanied by a building and a site plan showing the entire structure and premises and, in particular, the specific areas where the license is to be utilized. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and, where appropriate, adequate plans for screening and noise control in accordance with all applicable Township ordinances.

**§ 245-4. Township recommendation for or against approval of state application.
[Amended 11-10-2014 by Ord. No. 10-2014]**

All applications for licenses to sell alcoholic beverages for consumption on the premises shall be to the Michigan Liquor Control Commission in accordance with that body's rules and regulations, and shall be accompanied by a recommendation for approval from the Cascade Charter Township Board in the form of a resolution passed by that Board. In considering such approval the Board may require of the applicant such statements and consents as it considers to be within the scope of this chapter. The Township Board shall have the right to solicit the recommendation and comments of the Kent County Sheriff or other law enforcement authorities as to the suitability of the applicant. A recommendation against the application can be made for any reason which the Township Board judges to be adequate within the scope of this chapter.

§ 245-5. Qualifications of applicant. [Amended 11-10-2014 by Ord. No. 10-2014]

Factors which the Township Board will consider when passing on an application for a license or renewal are:

- A. A conviction of three or more liquor violations or a felony in any court or before the Michigan Liquor Control Commission, within a period of five years preceding the receipt of the application.
- B. A license which, under this chapter, has been revoked for cause.
- C. Whether all of the members of such copartnership shall qualify to obtain a license.
- D. With respect to a corporation, whether any officer, manager or director thereof, or a stock owner or stockholders owning in the aggregate more than 5% of the stock of such corporation, is not eligible to receive a license hereunder for any reason.
- E. Whether the business is conducted by a manager or agent unless such manager or agent possesses the same qualifications required of the licensee.
- F. A conviction of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance.
- G. Whether the applicant owns the premises for which a license is sought or does not have lease therefor for the full period for which the license is issued, or a person, corporation or copartnership that does not have sufficient financial assets to carry on or maintain the business.
- H. Whether the applicant is a law enforcement public official or a member of the Township Board, and whether such official is interested in any way, either directly or indirectly, in the manufacture, sale or distribution of alcoholic liquor.
- I. Whether there exists a violation of the applicable building, electrical, mechanical, plumbing or fire codes, applicable zoning regulations, applicable public health regulations, or any other applicable Township ordinance.
- J. Whether, for any new license or for the transfer of any existing license, the sale of beer, wine or spirits is shown to be an accessory use to other permitted business uses upon the site, such as but not limited to food sales, motel operations, or recreational activities.
- K. Whether the premises does not or will not soon after commencement of operations have adequate off-street parking, lighting, refuse disposal facilities, screening, noise, or nuisance control or where a nuisance does or will exist.
- L. With respect to a person whose license is in escrow, whether owners of the escrowed license are in violation of any provision of this chapter, state law, other local ordinance or rule of the Michigan Liquor Control Commission, or if the license is held in escrow for more than one year.

§245-6. Prohibition on transfer as application requirement.

The township shall not approve a class C liquor license for on premise consumption until the applicant executes and records a contract with the township prohibiting the sale or transfer of such license directly or through any escrow status and requires that the license be returned to the Michigan Liquor Control Commission upon sale or transfer of the business. Such contract shall provide for liquidated damages to the township and sanctions for any violation thereof to compensate the township for any reduction in the number of such licenses available within the township. Such contract

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shall provide for the forfeiture of the full sale or transfer price paid or payable to the transferor, together with interest on any unpaid balance, until the same is paid to the township. This subsection shall only apply to any licenses issued by the Michigan Liquor Control Commission that are subject to the Township's applicable quotas.

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§ 245-76. Location requirements. [Amended 11-10-2014 by Ord. No. 10-2014]

Alcoholic beverages may not be sold for consumption on premises which are:

- A. Not in compliance with additional Township ordinances or regulations. (See Zoning Ordinance.¹)

1. Editor's Note: See Ch. 400, Zoning.

- B. In any residential zone. Golf courses, country clubs and other public or private outdoor recreational uses in any residential zone may sell alcoholic beverages for consumption on premises only.
- C. At any place where in the judgment of the Township Board the proposed use is likely to create a traffic, safety, or health hazard.

§ 245-87. Restrictions on license. [Amended 11-10-2014 by Ord. No. 10-2014²]

- A. The owner or owners, as well as agents, servants or employees of a place licensed to sell alcoholic beverages for consumption on the premises, shall at all times be responsible for the conduct of occupants and patrons.
- B. No disorderly, loud, or boisterous conduct shall be permitted, nor shall entertainment be given or permitted which is offensive or indecent in its nature.
- C. No booths shall be permitted which are completely enclosed or capable of being temporarily completely enclosed or with permanent dividers or partitions more than four feet from the floor.

§ 245-98. Township Board rights; public hearing. [Amended 11-10-2014 by Ord. No. 10-2014]

- A. No applicant shall receive a favorable recommendation while such person or his predecessor or transferor shall be in default to Cascade Charter Township or Kent County in connection with any tax or other obligation.
- B. No such applicant for a liquor license has the right to the issuance of such license to him, her or it, and the Township Board reserves the right to exercise reasonable discretion to determine who, if anyone shall be entitled to the issuance of such license. Additionally, no applicant for a liquor license has the right to have such application processed, and the Township Board further reserves the right to take no action with respect to any application filed with the Township Board. The Township Board further reserves the right to maintain a list of all applicants and to review the same when, in its discretion, it determines that the issuance of an additional liquor license is in the best interests of the Township at large and for the needs and convenience of its citizens.
- C. The Township Board shall grant a public hearing upon the license application when, in its discretion, the Board determines that the issuance of an additional liquor license is in the best interests of the Township at large and for the needs and convenience of its citizens. Following such hearing, the Board shall submit to the applicant a written statement of its findings and determination. The Board's determination shall be based upon satisfactory compliance with the restrictions set forth in this chapter.

§ 245-109. Objections to renewal and request for revocation. [Amended 3-27-2002 by Ord. No. 3-2002; 11-10-2014 by Ord. No. 10-2014]

2. Editor's Note: This ordinance also repealed former § 245-7, Additional requirements by type of liquor license, and redesignated former §§ 245-8 through 245-13 as §§ 245-7 through 245-12, respectively.

A. Procedure.

- (1) Before filing an objection to renew or a request for revocation of a license with the Michigan Liquor Control Commission, the Township Board shall serve the license holder, by first-class mail, mailed not less than 10 days prior to the hearing, with a notice. The notice shall contain the following:
 - (a) A statement introducing the proposed action.
 - (b) Reasons for the proposed action.
 - (c) A statement specifying the date, time and location of the hearing.
 - (d) A statement showing that the license holder may present evidence and testimony on his behalf.
- (2) Following the hearing, the Township Board shall submit to the license holder and the Liquor Control Commission a written statement of its findings and determination.

B. Criteria for nonrenewal or revocation. The Township Board may recommend nonrenewal or revocation of a license upon a determination by it that, based upon a preponderance of evidence presented at a hearing, the applicant or the licensee has engaged in, or has permitted to occur on or involving a licensed premises, any one or more of the following:

- (1) Violation of any of the restrictions on the license set forth in § 245-7 above.
- (2) Maintenance of a nuisance upon the premises.
- (3) Fraudulent information provided upon original application or application renewal.
- (4) The consumption of spirits, if licensed to sell only beer or wine or both beer and wine.
- (5) Dancing or live entertainment open to the public, with or without an admission charge, unless holding a valid dance or dancing entertainment permit.
- (6) Any disorderly conduct or action which disturbs the peace and good order of the neighborhood.
- (7) Any incidents of prostitution, solicitation for prostitution, or larceny.
- (8) Any gambling activity or the placing or using of any gambling apparatus or paraphernalia therein.
- (9) Any unlawful possession, sale or use of any controlled substance.
- (10) Use of interior lighting which is insufficient to enable a person with average vision to clearly see all persons within the premises.
- (11) Any violation of any other provisions of the Township Code or any violation of Michigan or federal law which is designed to protect the public health, safety or welfare, or any rule or regulation adopted pursuant to any such

provision of this Code or of such Michigan or federal law.

- (12) Any violation of the Michigan Liquor Control Act.³
- (13) Nonpayment of any federal, State of Michigan or local tax or special assessment.
- (14) Nonpayment of bills outstanding and owing to Cascade Charter Township.
- (15) Any failure by the licensee or the licensee's agent or employee to fully cooperate with any federal, state, county or Township official.
- (16) Any failure by the licensee or the licensee's agent or employee to fully cooperate with the Kent County Sheriff, or any deputy sheriff, police officer or state police officer.

§ 245-110. Sunday sales of alcoholic beverages. [Amended 11-10-2014 by Ord. No. 10-2014]

Alcoholic beverages, including beer and wine, may be sold on Sunday for consumption on the premises in duly licensed establishments in Cascade Charter Township and for consumption off the premises by duly licensed establishments in Cascade Charter Township. In all other respects, the sale of alcoholic beverages in Cascade Charter Township shall be provided by state law.

§ 245-121. Violations and penalties. [Amended 10-24-2012 by Ord. No. 7-2012; 11-10-2014 by Ord. No. 10-2014]

Any person who violates any provision of this chapter shall be responsible for a criminal misdemeanor, subject to the penalties in Chapter 40, Article IV, Penalties for Misdemeanors and Municipal Civil Infractions.

§ 245-132. Previously licensed establishments. [Amended 11-10-2014 by Ord. No. 10-2014]

Licensed establishments in operation at the time of the effective date of this chapter which do not meet the requirements hereof may be renewed at intervals required by the Liquor Control Commission, provided that the renewal is limited to the premises previously licensed. No such premises may be enlarged, without receiving the required approval (e.g., zoning, building construction permits, etc.) from the Township.

³ Editor's Note: See MCLA § 436.1101 et seq. or any rule or regulation promulgated by the Michigan Liquor Control Commission.

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BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

Supplier Tier (Often referred to as the “Manufacturer” Tier)

Suppliers - MCL 436.1603(15)(a)

- [Outstate Seller of Beer](#) – A licensee that sells beer that has been manufactured outside of Michigan to Wholesaler licensees to sell to retailers. May be a licensee located in Michigan or another state. No local legislative approval required for licensure.
- [Outstate Seller of Mixed Spirit Drink](#) – A licensee that sells mixed spirit drink products that have been manufactured outside of Michigan to Wholesaler licensees to sell to retailers. May be a licensee located in Michigan or another state. No local legislative approval required for licensure.
- [Outstate Seller of Wine](#) – A licensee that sells wine that has been manufactured outside of Michigan to Wholesaler licensees to sell to retailers. May be a licensee located in Michigan or another state. No local legislative approval required for licensure.
- [Outstate Self-Distributor](#) – A licensee that is a manufacturer located in another state that may self-distribute beer, wine, mixed spirit drink, and spirit products it manufactured directly to retailer licensees in Michigan. The beer, wine, and mixed spirit drink products cannot be distributed by Wholesaler licensees in the territory where the Outstate Self-Distributor licensee will self-distribute to retailer licensees. Spirit products to be self-distributed to retailer licensees cannot be listed in the Commission's price book.
- [Vendor of Spirits](#) – A person or company that sells spirits to the Commission to be distributed through the Authorized Distribution Agents (ADAs) to retailers. May be located in Michigan or another state. Distiller, Small Distiller, and Brandy Manufacturer licenses must be registered as a Vendor of Spirits in order to sell their products to the Commission.
- [Vendor Representative](#) – A license held by an individual person who serves as a representative between a Vendor of Spirits and the Commission. No local legislative approval required for licensure.

Manufacturers (Included in Supplier Tier) – MCL 436.1603(15)(b)

- [Brewer](#) – A manufacturer of beer which manufactures more than 60,000 barrels of beer a year. Can sell beer to Wholesaler licensees to sell to retailers. May also sell beer to consumers under an On-Premises Tasting Room Permit at the location where it manufactures beer. No local legislative approval required for licensure, if



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manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.

- [Micro Brewer](#) – A manufacturer of beer which manufactures 60,000 or fewer barrels of beer a year. Can sell beer to Wholesaler licensees to sell to retailers. May also sell beer to consumers under an On-Premises Tasting Room Permit at the location where it manufactures beer. May also self-distribute beer it manufactures to retailers if it sells fewer than 2,000 barrels of beer a year. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- Limited Production Manufacturer – A licensee that is manufacturer that purchases beer from Brewer or Micro Brewer licensee or out-of-state equivalent of a Brewer or Micro Brewer licensee for purposes of taking ownership of the beer and further manufacturing the beer. A Limited Production Manufacturer licensee does not brew the beer, but modifies the beer it purchases as part of the manufacturing process. The finished product is then sold to a Wholesaler or Outstate Seller of Beer licensee. A Limited Production Manufacturer license cannot be held with any other license type issued by the Commission.
- [Brandy Manufacturer](#) – A manufacturer that manufactures brandy from wine that it manufactures. The Brandy Manufacturer licensee must also be licensed as a Wine Maker or Small Wine Maker licensee. Can sell brandy to the Commission to sell through Authorized Distribution Agents to retailers. May sell brandy it manufactures to customers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Distiller \(Manufacturer of Spirits\)](#) – A manufacturer of spirit products that contain more than 10% alcohol by volume which manufactures more than 60,000 gallons of spirits a year. Can sell spirits it manufactures to the Commission to sell through Authorized Distribution Agents to retailers. May sell spirits it manufactures to consumers under an On-Premises Tasting Room Permit at the location it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Small Distiller](#) – A manufacturer of spirit products that contain more than 10% alcohol by volume which manufactures 60,000 or fewer gallons of spirits a year. Can sell spirits it manufactures to the Commission to sell through Authorized Distribution Agents to retailers. May self-distribute spirits it manufactures to retailers if it sells less than 3,000 gallons of spirits a calendar year to retailers. May sell spirits it



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

manufactures to customers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.

- [Wine Maker](#) – A manufacturer of wine which manufactures more than 50,000 gallons of wine a year. Can sell wine to Wholesaler licensees to sell to retailers. May also sell wine to consumers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. May self-distribute wine it manufactures to retailers. May hold a Farmer's Market Permit that allows the sale and sampling of its wine at a farmer's market. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Small Wine Maker](#) – A manufacturer of wine which manufactures 50,000 or fewer gallons of wine a year. Can sell wine to Wholesaler licensees to sell to retailers. May also sell wine to consumers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. May self-distribute wine it manufactures to retailers. May hold a Farmer's Market Permit that allows the sale and sampling of its wine at a farmer's market. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Mixed Spirit Drink Manufacturer](#) – A manufacturer of mixed spirit drink products that contain 10% or less alcohol by volume. Can sell mixed spirit drink products it manufactures to Wholesaler licensees to sell to retailers. May self-distribute mixed spirit drink it manufactures to retailers if it manufactures less than 31,000 gallons of mixed spirit drink a calendar year. May also sell mixed spirit drink products to consumers under an On-Premises Tasting Room Permit at the location where it manufactures them. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.
- [Off-Premises Tasting Room License](#) – A license that may be held by a Wine Maker, Small Wine Maker, Distiller, Small Distiller, or Brandy Manufacturer license at a location that is not on the manufacturer's licensed manufacturing premises. Under an Off-Premises Tasting Room license, the manufacturer may only sell the spirit, wine, or brandy products it manufactures at its licensed manufacturing premises. A manufacturer may have up to five (5) Off-Premises Tasting Room licenses (or a combination of Off-Premises Tasting Room licenses and Joint Off-Premises Tasting Room licenses) where full drinks may be sold and served for on-premises



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consumption and unlimited Off-Premises Tasting Room licenses where limited samples only are sold or given away for on-premises consumption. The sale of spirit, wine, or brandy products to consumers for off-premises consumption is also allowed with an Off-Premises Tasting Room license. Local legislative approval required for licensure.

- [Joint Off-Premises Tasting Room License](#) – A Joint Off-Premises Tasting Room license is issued to a Wine Maker, Small Wine Maker, Distiller, Small Distiller, or Brandy Manufacturer license at a location that is not on the manufacturer's licensed manufacturing premises to be operated jointly with another Wine Maker, Small Wine Maker, Distiller, Small Distiller, or Brandy Manufacturer licensee that also holds a Joint Off-Premises Tasting Room license. Under a Joint Off-Premises Tasting Room license, the manufacturer may only sell the spirit, wine, or brandy products it manufactures at its licensed manufacturing premises. A manufacturer may have up to five (5) Joint Off-Premises Tasting Room licenses (or a combination of Off-Premises Tasting Room licenses and Joint Off-Premises Tasting Room licenses) where full drinks may be sold and served for on-premises consumption and unlimited Joint Off-Premises Tasting Room licenses where limited samples only are sold or given away for on-premises consumption. The sale of spirit, wine, or brandy products to consumers for off-premises consumption is also allowed with a Joint Off-Premises Tasting Room license. Local legislative approval required for licensure.
- Consumer Sampling Event License – A license held by a Small Distiller or Vendor of Spirits that allows the licensee to conduct consumer sampling events with spirits it manufactures on the premises of a Specially Designated Distributor licensee. No local legislative approval required for licensure.
- [Direct Shipper](#) – A license held by a Wine Maker or Small Wine Maker licensee that allows the Wine Maker or Small Wine Maker to sell and ship wine directly to a consumer in Michigan or another state. An Outstate Seller of Wine located in another state may hold this license if it is the manufacturer of the wine it ships into Michigan. No local legislative approval required for licensure.
- [Salesperson](#) – A license held by an individual person that sells, delivers, or promotes the products of a manufacturer or other supplier. A person that sells, delivers, or promotes the products of a Wholesaler licensee may also hold a Salesperson license. No local legislative approval required for licensure.
- Broker – A license held by company that operates as a corporate salesperson for a manufacturer. A Broker licensee may also employ Salesperson licensees to sell, deliver, or promote the products of a manufacturer or other supplier. No local legislative approval required for licensure.



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- [Warehouser](#) – A license held by a person authorized to store alcoholic beverages. Can be held by a manufacturer or Wholesaler licensee. No local legislative approval required for licensure.
- [Limited Alcohol Buyer](#) – A license that allows a person or company to purchase alcohol for medicinal, mechanical, chemical, or scientific purposes. No local legislative approval required for licensure.
- [Seller of Alcohol](#) – A license that allows a person or company to sell alcohol to a distiller or wine maker for rectifying or fortifying purposes or to an industrial manufacturer. No local legislative approval required for licensure.
- [Industrial Manufacturer](#) – A license that allows a person or company to purchase alcohol for manufacturing products for non-beverage purposes. No local legislative approval required for licensure.

Wholesaler Tier

- [Wholesaler](#) – A license that allows the distribution of beer, wine, or mixed spirit drink products produced in or brought into Michigan by licensees in the supplier tier to sell to licensees in the retailer tier. Wholesaler licensees are often referred to as “distributors”. No local legislative approval required for licensure.
- [Warehouser](#) – A license held by a person authorized to store alcoholic beverages. Can be held by a manufacturer or Wholesaler licensee. No local legislative approval required for licensure.

Retailer Tier

The retailer tier consists of stores, restaurants, hotels, bars, and clubs that hold licenses which allow the sale of alcohol to consumers. The retailer tier is broken down into two groups: on-premises licensees that may sell alcohol to customers for consumption on the premises where it is sold; and off-premises licensees that may sell alcohol to customers for consumption somewhere else.

Most retailer licenses are “quota” licenses, which means that there are a limited number of specific license types allowed based on the population of a local governmental unit. Once the quota limit for a license type is met, no new licenses of that type can be issued in that local governmental unit. However, most quota licenses are transferrable by location from one local governmental unit to another. For off-premises licenses, there are exemptions from the quota if there is not another license of the same type within two miles of the location of a proposed licensed business.



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The statute also allows for special [“resort” licenses](#) that may be issued in limited numbers each year over the quota limits. On-premises resort licenses have specific investment thresholds to qualify, cannot be transferred to another location once issued, must be open a minimum number of days and hours each week, and come with a \$20,000.00 initial license fee. Off-premises resort licenses are limited to Specially Designated Distributor licenses, but those do not require any minimum investment amounts, do not have minimum days and hours of operation, and have the same license fees as other Specially Designated Distributor licenses.

[Redevelopment Area \(RDA\)](#) and [Development District \(DDA\)](#) licenses are another version of on-premises retailer licenses that can be issued over the quota limits. These licenses require a specific investment threshold to qualify, cannot be transferred to another location once issued, must be open a minimum number of days and hours each week, and come with a \$20,000.00 initial license enhancement fee. If the licensee ever goes out of business the license must be surrendered to the Commission and terminated.

In addition to all of the aforementioned license types, there are a number of individual sections of law that have created versions of on-premises licenses that can be issued in excess of the quota limits. These are referred to as “special act” licenses. These can be issued to colleges and universities, organizations hosting international and national sporting events, motorsports complexes, municipal civic centers, county or municipal airports, and for a wide array of other special purposes.

On-Premises Retailer License Types:

- [A-Hotel](#) – Allows a hotel that has a minimum of 25 rooms to sell and serve beer, wine, and mixed spirit drink products for consumption on the licensed premises. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- [B-Hotel](#) – Allows a hotel that has a minimum of 25 rooms to sell and serve beer, wine, mixed spirit drink, and spirits to customers. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- [Tavern](#) – Allows a restaurant or bar to sell and serve beer, wine, and mixed spirit drink products for consumption on the licensed premises. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.



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- [Class C](#) – Allows a restaurant or bar to sell and serve beer, wine, mixed spirit drink, and spirits to customers. May be issued as a quota, resort, RDA, DDA, or special act license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- G-1 – Allows a private, corporate golf club to sell and serve beer, wine, mixed spirit drink, and spirits to its members only. Must be reclassified from an existing quota on-premises license. Local legislative approval is required to transfer the classification to a G-1 license.
- G-2 – Allows a private, corporate golf club to sell and serve beer, wine, and mixed spirit drink products to its members only. Must be reclassified from an existing quota on-premises license. Local legislative approval is required to transfer the classification to a G-2 license.
- [Brewpub](#) – Allows a Class C, Tavern, A-Hotel, or B-Hotel licensee to manufacture, sell, and serve its own beer to its customers. May also sell beer it manufactures to customers for off-premises consumption. This is not a quota license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- Aircraft – Allows the sale and service of beer, wine, mixed spirit drink, and spirits on an airplane that has a specific route and timetable. This is not a quota license. No local legislative approval required for licensure.
- Train – Allows the sale and service of beer, wine, mixed spirit drink, and spirits on a train. This is not a quota license. No local legislative approval required for licensure.
- Watercraft – Allows the sale and service of beer, wine, mixed spirit drink, and spirits on a boat that has a specific route and timetable. This is not a quota license. No local legislative approval required for licensure.
- [Club](#) – Allows a private, nonprofit organization to sell and serve beer, wine, mixed spirit drink, and spirits to its members only. This is not a quota license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.
- [Special License](#) – A limited term license, generally only for one day, that can be issued to a nonprofit organization for fundraising purposes. Can be issued for beer, wine, and spirits sales and consumption and for a wine auction with wine donated by private individuals. An organization may only be issued twelve (12) Special Licenses each calendar year. This is not a quota license. No local legislative approval required for licensure, but police or sheriff approval required.



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- [Beer Festival Special License](#) – A limited term license that allows an association comprised of Brewer, Micro Brewer, or Brewpub licensees to hold a beer festival. The association is limited to six (6) events each calendar year. The events can be more than one day, generally two to three days in a row. This is not a quota license. No local legislative approval required for licensure, but police or sheriff approval required.
- Continuing Care Retirement Center License – Allows a registered continuing care retirement center or home for the aged to sell and serve beer, wine, mixed spirit drink, and spirits for consumption by a resident or the bona fide guests accompanying the resident on the premises of the facility. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership of an existing license. Only 20 licenses may be issued to continuing care retirement centers and only 5 licenses may be issued to homes for the aged, statewide. This is not a quota license. Local legislative approval is required for new, previously unissued license, but not required to transfer ownership or location of an existing license.

Types of Special Act Licenses, As Referenced Above:

- State Owned Airport (MCL 436.1505) – Does not count against local governmental unit's on-premises retailer license quota.
- Publicly Owned Airport (MCL 436.1507) – Does not count against local governmental unit's on-premises retailer license quota.
- Municipal Civic Center or Civic Auditorium (MCL 436.1509) – May be issued for a civic center or auditorium which is operated as a municipal enterprise for scheduled events only in a city or township with a population of 5,500 or more. Does not count against local governmental unit's on-premises retailer license quota.
- Mackinac Island State Park and Presque Isle Harbor Marina (MCL 436.1511) -- Does not count against local governmental unit's on-premises retailer license quota.
- College & University Conference Center (MCL 436.1513(1)) – For scheduled events only. Does not count against local governmental unit's on-premises retailer license quota.
- College & University Golf Course (MCL 436.1513(4)) – Counts against local governmental unit's on-premises retailer license quota.
- College & University Culinary Program (MCL 436.1513a) – Does not count against local governmental unit's on-premises retailer license quota.
- University Hotel & Conference Center (MCL 436.1514) – Counts against local governmental unit's on-premises retailer license quota.
- University Hotel & Conference Center, 2nd Location (MCL 436.1514a) – Counts against local governmental unit's on-premises retailer license quota.
- Government-Owned Golf Course (MCL 436.1515) – Does not count against local governmental unit's on-premises retailer license quota.
- International Sporting Event (MCL 436.1517) – Does not count against local governmental unit's on-premises retailer license quota.



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- National Sporting Event (MCL 436.1517a) – Does not count against local governmental unit's on-premises retailer license quota.
- Motorsports Entertainment Complex (MCL 436.1518) – Does not count against local governmental unit's on-premises retailer license quota.
- Professional Hockey & International Soccer At University Stadium (MCL 436.1531(7)) – Does not count against local governmental unit's on-premises retailer license quota.

Off-Premises Retailer License Types:

- [Specially Designated Merchant \(SDM\)](#) – Allows a convenience store, grocery store, or gas station to sell beer and wine to consumers for consumption off the premises. An on-premises retailer may also hold an SDM license to allow customers to purchase beer, wine, and mixed spirit drink products for takeout. May only be issued as a quota license with a number of exemptions from the quota requirements. No local legislative approval required for licensure.
- [Specially Designated Distributor \(SDD\)](#) – Allows a convenience store, grocery store, or gas station to sell spirits to consumers for consumption off the premises. An SDD license is almost always held in conjunction with an SDM license. The only on-premises retailers that may hold an SDD license are Class C and B-Hotel licensees. May be issued as a quota or resort license. No local legislative approval required for licensure.
- [Third Party Facilitator Service \(TPFS\)](#) – Allows a company to facilitate the sale and delivery of beer, wine, mixed spirit drink, or spirits from an SDD or SDM to a consumer using a webpage or mobile application. It is not specifically included in the retailer tier, but due to the statutory prohibitions of a supplier or wholesaler tier licensee from holding interest in a TPFS license, the Commission has determined that it is a retailer tier license. No local legislative approval required for licensure.

Permits, Permissions, and Approvals – These permits, permissions, and approvals may be held by licensees in any of the licensing tiers, as specified below.

- **Additional Bar** – A Class C or B-Hotel license may have a second or subsequent bar on the premises where drinks may be purchased at the bar. If a Class C or B-Hotel does not have an Additional Bar, it may only sell from one (1) bar on its premises but may offer table service of alcohol from service bars that only its employees utilize. No other license type requires an Additional Bar to have more than one bar on the licensed premises. No local legislative approval required for approval.
- **Banquet Facility Permit** – A special permit that allows an on-premises retailer licensee, except for a Club or Special License, to sell and serve alcohol at a banquet facility located in a different location from its licensed premises. The Banquet Facility Permit



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can only be used for scheduled events, cannot have regular meal service, and cannot be open to the general public. Not a license type, but functions similarly to an on-premises license. Local legislative approval is required for new, previously unissued Banquet Facility Permit, but not required to transfer ownership of an existing Banquet Facility Permit.

- **Beer & Wine Tasting Permit** – Allows for beer and wine tastings on the premises of a Specially Designated Merchant licensee. An SDM may hold this permit in order to conduct beer or wine tastings on its premises. A Brewer, Micro Brewer, Wine Maker, Small Wine Maker, Outstate Seller of Beer, or Outstate Seller of Wine may also hold this permit in order for one of its Salesperson licensees to conduct beer or wine tastings on the premises of an SDM licensee. No local legislative approval required for approval.
- **Catering Permit** – Allows for the sale, deliver, and service of beer, wine, and spirits to a customer for a private event. No alcohol can be sold by the drink to guests at the event; the host must buy all the alcohol and it is served to the guests for no charge. The following license types may hold a Catering Permit: A-Hotel, B-Hotel, Class C, Tavern, SDD, SDM, a manufacturer that holds an On-Premises Tasting Room Permit, and Off-Premises Tasting Room license. No local legislative approval required for approval.
- **Dance Permit** – Allows for dancing on the premises of a licensee that has on-premises consumption. The following license types may hold a Dance Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. This permit may be combined with an Entertainment Permit as a Dance-Entertainment Permit. No local legislative approval required for approval.
- **Entertainment Permit** – Allows for monologues, dialogues, motion pictures, still slides, closed circuit television, contests, or other performances for public viewing on the premises of a licensee that has on-premises consumption. The following license types may hold a Dance Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. This permit may be combined with a Dance Permit as a Dance-Entertainment Permit. No local legislative approval required for approval.
- **Extended Hours Permit** – Allows for a holder of a Dance, Entertainment, or Dance-Entertainment Permit to remain open past the normal legal hours of sale between 7:00am to 2:00am for the express purpose of allowing dancing or entertainment. The following license types may hold an Extended Hours Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-



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Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.

- Living Quarters Permit – Allows a licensee to have living quarters attached to the licensed premises. All licensees may hold this permit. No local legislative approval required for approval.
- On-Premises Public Swimming Pool Permit – Allows a licensee that has on-premises consumption to sell and serve alcohol in a swimming pool that is licensed by the Michigan Department of Agriculture and Rural Development (MDARD). The following license types may hold an On-Premises Tasting Room Permit: A-Hotel, B-Hotel, Class C, and Tavern.
- Social District Permit – Allows a licensee that has on-premises consumption to sell and serve alcohol liquor in special containers to customers that may leave the premises with the containers and consume the alcohol in the commons area of a social district approved by the local governmental unit. The following license types may hold a Social District Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room, Joint Off-Premises Tasting Room, and Banquet Facility Permit.
- [Off-Premises Tasting Room Permit](#) – Allows a manufacturer to sell alcoholic liquor it manufactures to consumers for consumption on or off the licensed premises at its licensed manufacturing premises. Local legislative approval is required for approval.
- Secondary Location Permit – A special permit that allows an SDM licensee to have a second, adjacent location where it may sell beer and wine to consumer for consumption off the premises in a gas station. Not a license type, but functions similarly to an off-premises license. No local legislative approval required for approval.
- Specific Purpose Permit – Allows a licensee that has on-premises consumption to remain open past the normal legal hours of sale between 7:00am to 2:00am for the specific purpose of listed with the permit. For example, a Specific Purpose Permit (Food), would allow the service of food outside the legal hours of alcohol sales. The following license types may hold an Extended Hours Permit: A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Brewer, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.
- Sunday Sales Permit (AM) – Allows for the sale of beer, wine, mixed spirit drink, or spirits from 7:00am to 11:59am on Sunday for applicable license types in local governmental units that allow Sunday morning sales of alcohol. The following license types may hold a Sunday Sales Permit (AM): A-Hotel, B-Hotel, Class C, Tavern, G-1,



BRIEF DESCRIPTION OF ALL MICHIGAN LIQUOR LICENSES AND PERMITS BY LICENSING TIERS

G-2, SDD, SDM, Secondary Location Permit, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.

- Sunday Sales Permit (PM) – Allows for the sale of mixed spirit drink or spirits from 12:00pm on Sunday to 2:00am on Monday morning for applicable license types in local governmental units that allow Sunday afternoon and evening sales of alcohol. The following license types may hold a Sunday Sales Permit (PM): A-Hotel (mixed spirit drink only), B-Hotel, Class C, Tavern (mixed spirit drink only), G-1, G-2 (mixed spirit drink only), SDD, SDM (mixed spirit drink only), Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.
- Permission to Maintain Direct Connection to Unlicensed Premises – Allows a licensee to have a doorway from its licensed premises to another part of the same building where it is not licensed. All licensees may have this permission. No local legislative approval required for approval.
- Permission to Maintain Motor Vehicle Fuel Pumps On or Adjacent to the Licensed Premises – Allows an SDD or SDM licensee to have fuel pumps on the premises. No local legislative approval required for approval.
- Permission for Off-Premises Storage – Allows a licensee to store alcohol at a location other than the licensed premises. All licensees may have this permission. No local legislative approval required for approval.
- Authorization for Outdoor Service – Allows an on-premises licensee to sell and serve alcohol in a well-defined and clearly marked area adjacent to the licensed premises. May be held by A-Hotel, B-Hotel, Class C, Tavern, G-1, G-2, Banquet Facility Permit, Club, a manufacturer that holds an On-Premises Tasting Room Permit, Off-Premises Tasting Room license, and Joint Off-Premises Tasting Room license. No local legislative approval required for approval.
- Topless Activity Permit – Allows an on-premises retailer licensee to conduct topless activity on its licensed premises. No local legislative approval required for approval.



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 525 W. Allegan, P.O. Box 30005 - Lansing, Michigan 48909
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Off Premise Transactions	Is Local Legislative Body approval required?	Is Local Police approval required?	Is Local Legislative Body or Police opinions required to be considered?	MLCC Investigation required?	Inspection Fees?	Base Fees
Add Space	No	No	No	Yes	Yes	
Change status	No	No	No	No	No	
Correct address	No	No	No	Yes	No	
Drop Space	No	No	No	Yes	Yes	
New Beer & Wine Sampling Permit	No	No	Yes	No	Yes	
New Catering Permit	No	No	Yes	No	Yes	\$100.00
New Direct Connection	No	No	No	Yes	No	
New Gas Pumps	No	No	No	Yes	No	
New Living Quarters Permit	No	No	Yes	No	Yes	
New Participation Permit	No	No	Yes	No	Yes	
New Resort SDD License	No	No	Yes	Yes	Yes	\$150.00 upon licensure
New SDD License	No	No	Yes	Yes	Yes	\$150.00
New SDM License	No	No	Yes	Yes	Yes	\$100.00
New Sunday Sales Permit (AM)	No	No	Yes	No	No	\$160.00
New Sunday Sales Permit (PM)	No	No	Yes	No	No	15% of total license fee
Release license from escrow (in escrow <6 months)	No	No	No	No	No	
Release license from escrow (in escrow 6+ months)	No	No	No	Yes	No	
Transfer Location- Off Premise	No	No	Yes	Yes	Yes	



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Off Premise Transactions	Is Local Legislative Body approval required?		Is Local Police approval required?		Is Local Legislative Body or Police opinions required to be considered?		MLCC Investigation required?		Inspection Fees?		Base Fees Upon approval by the Commission pursuant to MCL 436.1529(3)
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Transfer of stock or transfer of interest	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Transfer owner Drive-thru/Up/in Window(w/alcohol beverage sales)	No	No	No	No	Yes	No	Yes	No	No	No	
Transfer ownership of Beer & Wine Sampling Permit	No	No	No	Yes	No	Yes	No	No	No	No	
Transfer ownership of Catering Permit	No	No	No	Yes	No	Yes	No	No	No	No	\$100.00
Transfer ownership of Direct Connection	No	No	No	No	Yes	No	Yes	No	No	No	
Transfer ownership of Gas Pumps	No	No	No	No	No	Yes	Yes	No	No	No	
Transfer ownership of Living Quarters Permit	No	No	No	Yes	No	No	No	No	No	No	
Transfer ownership of Participation Permit	No	No	No	Yes	No	No	No	No	No	No	
Transfer ownership of Resort SDD License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$150.00
Transfer ownership of SDD License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$150.00
Transfer ownership of SDM License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00
Transfer ownership of Sunday Sales Permit (AM)	No	No	No	Yes	Yes	Yes	No	No	No	No	\$160.00
Transfer ownership of Sunday Sales Permit (PM)	No	No	No	Yes	Yes	Yes	No	No	No	No	15% of total license fee



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On Premise Transactions	Is Local Legislative Body approval required?	Is Local Police approval required?	Is Local Legislative Body or Police options required to be considered?	MLCC Investigation required?	Inspection Fees?	Base Fees
Add Space	No	No	No	Yes	Yes	
Change Specific Purpose Permit hours	No	No	No	No	No	
Change status	No	No	No	No	No	
Correct address	No	No	No	Yes	No	
Drop Space (current licensees)	No	No	No	Yes	Yes	
New Additional Bar	No	No	No	No	Yes	\$350.00 per bar
New A-Hotel License	Yes	No	Yes	Yes	Yes	\$250.00
New Aircraft License	No	No	Yes	Yes	Yes	\$600.00
New Banquet Facility Permit	Yes	No	Yes	Yes	Yes	\$600.00
New B-Hotel License	Yes*	No	Yes	Yes	Yes	\$600.00
New Brewpub License	Yes*	No	Yes	Yes	Yes	\$100.00
New Catering Permit	No	No	Yes	No	Yes	\$100.00
New Class C issued under MCL 436.1521a(1)(a)	Yes	No	Yes	Yes	Yes	\$20,000 upon licensure
New Class C issued under MCL 436.1521a(1)(b)	Yes	No	Yes	Yes	Yes	\$20,000 upon licensure
New Class C License	Yes*	No	Yes	Yes	Yes	\$600.00
New Club License	Yes*	No	Yes	Yes	Yes	\$300.00
New Continuing Care Retirement Center License	Yes*	No	Yes	Yes	Yes	\$600.00
New Dance Permit	No	No	Yes	No	Yes	

*except in a city having a population of 600,000 or more, pursuant to MCL 436.1501(2)



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On Premise Transactions	Is Local Legislative Body approval required?	Is Local Police approval required?	Is Local Legislative Body or Police opinions required to be considered?	MLCC Investigation required?	Inspection Fees?	Base Fees
New Dance-Entertainment Permit	No	No	Yes	No	Yes	
New Direct Connection	No	No	No	Yes	No	
New Entertainment Permit	No	No	Yes	No	Yes	
New Extended Hours Permit (Dance, Topless Activity, Entertainment)	No	No	Yes	No	Yes	
New Living Quarters Permit	No	No	Yes	No	Yes	
New Outdoor Service	No	No	No	Yes	No	
New Participation Permit	No	No	Yes	No	Yes	
New Resort A-Hotel License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New Resort B-Hotel License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New Resort Class C License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New Resort Tavern License	Yes*	No	Yes	Yes	Yes	\$20,000 Enhancement upon licensure
New SDM in conj with On Premise license	No	No	Yes	Yes	Yes	\$100.00
New Specific Purpose Permit (Food, Golf, etc.)	No	No	Yes	No	Yes	
New Sunday Sales Permit (AM)	No	No	Yes	No	No	\$160.00
New Sunday Sales Permit (PM)	No	No	Yes	No	No	15% of total license fee
New Tavern License	Yes*	No	Yes	Yes	Yes	\$250.00
New Topless Activity Permit	No	No	Yes	No	Yes	
New Train License	No	No	Yes	Yes	Yes	\$100.00

*except in a city having a population of 600,000 or more, pursuant to MCL 436.1501(2)



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On Premise Transactions	Is Local Legislative Body approval required?		Is Local Police approval required?		Is Local Legislative Body or Police opinions required to be considered?		MLCC Investigation required?		Inspection Fees?		Base Fees
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
New Watercraft License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	\$100.00
Release license from escrow (in escrow <6 months)	No	No	No	No	No	No	No	No	No	No	
Release license from escrow (in escrow 6+ months)	No	No	No	No	No	No	Yes	Yes	No	No	
Temporary Permit	No	No	Yes	Yes	Yes	No	No	Yes	Yes	No	
Transfer Classification Class C to Tavern	No	No	No	No	Yes	No	No	Yes	Yes	No	
Transfer Classification Class C/Tavern to G1/G2	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer Classification Class C to B Hotel	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer Classification B Hotel to Class C/Tavern	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer Classification Tavern to Class C	Yes	No	No	No	Yes	Yes	No	No	Yes	No	\$600.00
Transfer Location- On Premise	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	
Transfer of stock or transfer of interest	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Upon approval by the Commission pursuant to MCL 436.1529(3)
Transfer ownership of Additional Bar	No	No	No	No	No	No	No	No	No	No	\$350.00
Transfer ownership of A-Hotel License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Aircraft License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Banquet Facility Permit	No	No	No	No	Yes	Yes	Yes	Yes	No	No	\$600.00
Transfer ownership of B-Hotel License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Brewpub License	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00
Transfer ownership of Catering Permit	No	No	No	No	Yes	Yes	No	No	No	No	\$100.00

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On Premise Transactions	Is Local Legislative Body approval required?		Is Local Police approval required?		Is Local Legislative Body or Police opinions required to be considered?		MLCC Investigation required?		Inspection Fees?		Base Fees
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Transfer ownership of Class C License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$600.00
Transfer ownership of Class G-1 License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$1,000.00
Transfer ownership of Class G-2 License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$500.00
Transfer ownership of Continuing Care Retirement Center License	No	No	No	Yes	Yes	Yes	No	Yes	No	Yes	\$600.00
Transfer ownership of Dance Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Dance-Entertainment Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Direct Connection	No	No	No	No	No	Yes	Yes	No	No	No	
Transfer ownership of Entertainment Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Extended Hours Permit(Dance,Topless,Entertain)	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Living Quarters Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Outdoor Service	No	No	No	No	No	Yes	Yes	No	No	No	
Transfer ownership of Participation Permit	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Resort A-Hotel License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Resort B-Hotel License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Resort Class C License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$600.00
Transfer ownership of Resort Tavern License	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Specific Purpose Permit (Food, Golf, etc.)	No	No	No	Yes	Yes	No	No	No	No	No	
Transfer ownership of Sunday Sales Permit (AM)	No	No	No	Yes	Yes	No	No	No	No	No	\$160.00

*except in a city having a population of 600,000 or more, pursuant to MCL 436.1501(2)



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On Premise Transactions	Is Local Legislative Body approval required?				Is Local Police approval required?		Is Local Legislative Body or Police opinions required to be considered?		MLCC Investigation required?		Inspection Fees?		Base Fees
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	
Transfer ownership of Sunday Sales Permit (PM)	No	No	No	Yes	No	No	No	No	No	No	No	No	15% of total license fee
Transfer ownership of Tavern License	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$250.00
Transfer ownership of Topless Activity Permit	No	No	No	Yes	No	No	Yes	No	No	No	No	No	
Transfer ownership of Train License	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00
Transfer ownership of Watercraft License	No	No	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	\$100.00



CASCADE CHARTER TOWNSHIP

5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: April 26, 2023
To: Supervisor Lesperance and Township Board Members
From: Ben Swayze, Township Manager
Subject: Township False Alarm Regulations – Ordinance Amendment Introduction and Setting of Public Hearing

FACTS:

Cascade Township currently has a “Fire Alarms” ordinance. Originally adopted in 2010, the purpose of the ordinance was to facilitate the reduction of fire alarms and the misuse of manpower and resources of the fire department caused by the dispatch of units to the scene of a false alarm. One shortcoming of the ordinance as it is currently written is that it narrowly defines an “alarm system” as a fire alarm. Recently we have had issues with responses to other types of alarms, primarily medical alert alarms in our senior living complexes. There have been instances when our department has responded to multiple false alarm calls in a day because of the company’s failure to fix the system.

The attached ordinance amendment was drafted by legal counsel to help remedy this situation. Among the changes:

- Broaden the definition of “Alarm System” to include more than just traditional fire alarms
- Broaden definition of “False Alarm”
- Update fine structure and payment process
- Addition of appeal process

Attached for your review is:

- Proposed False Alarms Ordinance Amendment

ANALYSIS & CONCLUSIONS:

By amending the current alarm ordinance, the Township will be better positioned to recover costs associated with repeated false alarms within the Township. The progressive enforcement and fines will allow the Township to continue with our typical “compliance” enforcement model, where we utilize the ordinance and penalties to compel compliance with the ordinance, rather than immediate fines. But the ordinance also has enough “teeth” to recover significant costs should the need arise

As required, this item is scheduled for a public hearing. After the public hearing is held, the Township Board may choose to amend the False Alarm ordinance at that meeting, or any future meeting

FINANCIAL CONSIDERATIONS:

The repeal or amendment of the False Alarm ordinance itself comes with minimal costs, including staff time, printing and publishing. The amendment of the ordinance will allow the Township to recover the significant costs associated with responding to multiple false alarms at an individual address.

RECOMMENDED ACTION:

Hold the Public Hearing for the amendment of the Cascade Township Fire/False Alarm Ordinance and Consider adoption of said amendments..

ARTICLE I
False ~~Fire~~ Alarms
[Adopted 3-10-2010 by Ord. No. 1-2010]

§ 92-1. Title.

This article shall be known and referred to as the "False ~~Fire~~ Alarm Ordinance of the Charter Township of Cascade."

§ 92-2. Purpose.

The purpose of this article is to facilitate the reduction of false ~~fire~~ alarms and the misuse of the manpower and resources of the Fire Department, emergency personnel and other Township departments caused by the dispatch of units to the scene of a false alarm.

§ 92-3. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

ACT OF GOD — An unusual, extraordinary, sudden or unexpected display of the forces of nature against which the science and the skill of mankind are of no avail.

ALARM SYSTEM — Any device or piece of equipment or an assembly of equipment and devices designed or arranged to signal ~~visibly, audibly, electronically, mechanically or by any combination of these methods~~ the presence of a ~~hazard fire~~ requiring urgent attention ~~and or~~ to which the Township's Fire Department ~~or other personnel~~ is expected to respond. The term includes any system that can electronically cause an expected response by a law enforcement agency or fire/emergency services agency to a premises by means of the activation of an audible signal, visible signal, electronic notification, or video signal, or any combination of these signals. The term "alarm system" shall include, but shall not be limited to, the following types of devices: "Automatic holdup alarm," "burglar alarm," "local alarm," "intrusion alarm," "holdup alarm," "panic alarm," "personal emergency response alarm," "temperature fire alarm," "manual fire alarm," "fire alarm," "automatic sprinkler," and/or "water flow alarm." Alarm systems designed solely to alert or signal persons within the premises in which the alarm system is located shall not be regulated by this Article, unless such alarm systems employ an audible signal emitting sounds, or flashing lights or beacons, or "silent" signals to emergency officials or monitoring agencies, designed to signal persons outside the premises.

ALARM USER — Any person, whether owner, occupant or tenant, residential or commercial properties, upon whose premises an alarm system is maintained or operated within the Township, except for alarm systems on motor vehicles. In the event the premises are owned or occupied by a partnership, corporation, or other entity, each owner, officer, partner, or operator shall be deemed to be an alarm user.

FALSE ALARM — Any activation of an alarm system causing a sound or visual signal through mechanical failure, faulty equipment, malfunction, improper installations,

and/or lack of prudent maintenance, or the negligence of the alarm user or of his, her, or its employees, agents, guests, residents, or invitees, not resulting from a fire of the type which the alarm system is designed and intended to detect, except activation caused by criminal activity, acts of God or verifiable interruptions of electrical or telephonic service to an alarm user and any water surges from the City of Grand Rapids Water Department. False alarms that are intentionally activated shall not constitute a false alarm for purposes of this Article, but may be prosecuted as criminal offenses. A false alarm shall be presumed when an alarm is tested without prior written notice to the Township, and when an investigation reveals no evidence of criminal activity, or illegal entry or an attempt thereof, or no fire or potential fire, or need for medical attention, upon the activation of the alarm system, with the following exceptions: criminal activity, acts of God or verifiable interruptions of electrical or wire service, and any water surges from the City of Grand Rapids Water Department.

PERSON — Any individual, partnership, corporation, unincorporated association or any group of persons.

§ 92-4. Fines.¹

No alarm user shall maintain, use, or allow the use of an alarm system or alarm systems, which signals false alarms. Alarm users shall be jointly and severally responsible for violations of this Article. The payment of false alarm response costs, fines, or fees shall not be construed to conflict, contravene, enlarge, or reduce any civil or criminal liability of the person or entity billed for the response costs, except to the extent that such responsibility arises out of this Article. An alarm system user shall be in violation of this Code whenever any alarm system signals more than two false alarms in any three-hundred sixty five day period. Except as otherwise set forth herein, any person who violates this article shall be punishable by a civil fine determined in accordance with the following schedule:

- A. There is no fine for the first false alarm in excess of the number herein permitted within a twelve month period of time, but a warning notice will be issued. shall be no less than \$50.
- B. There is no fine for the second false alarm in excess of the number herein permitted shall within a twelve month period, but a warning notice will be issued. be not less than \$75.
- C. The fine for the third false alarm in excess of the number herein permitted within a twelve month period of time shall be not less than \$150.
- D. The fine for the fourth and each subsequent false alarm in excess of the number herein permitted within a twelve month period of time shall be not less than \$300.
- D. —

Commented [AL1]: Consider setting the fine as a portion or all of the cost of the response.

Commented [AL2]: See above.

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§ 92-5. ~~Disposition of funds~~Payment of Fines.

All false alarm fees received under this article shall be utilized only for funding the Township's Fire Department. An alarm user who is liable for the payment of the cost of the response or fine shall make payment in full to the Township within 30 days of the invoice date.

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A person or entity liable for the payment of the cost of a response or fine who fails to make payment in full to the Township within 30 days of the invoice date shall be responsible for a municipal civil infraction, and shall be responsible for fines as set forth in Chapter 40, and for full payment of the cost of the response, to reimburse the Township for a portion of its administrative costs incurred for pursuing and processing the overdue invoice. This provision shall be tolled in the event that the alarm user appeals pursuant to the appeal provisions of this Article, but such payment shall be due to the Township within 10 days of the date of the appeal decision.

The Township may commence a civil action against a person who is liable for the payment of the cost of the response and who fails to make payment in full to the Township as required by this Article. The city shall be entitled to recover the expenses, statutory interest, court costs, and reasonable attorney fees incurred for pursuing the civil action.

§ 92-6. Appeals.

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A. Alarm users or persons otherwise aggrieved by receipt of a warning letter for the occurrence of a false alarm, or by a false alarm determination that results in the imposition of a fee for the cost of a response, may submit a letter of appeal to the Township Manager for review of the determination of a false alarm occurrence. Such appeal letters must be submitted within 20 days of the date of the warning letter or fee invoice. Persons or entities who are cited for a municipal civil infraction or charged with a misdemeanor may not avail themselves of this appeal provision, but may instead defend against the charge in the district court if desired. The fees prescribed by the Township Board may not be appealed or modified by appeal; only the actual determination of a false alarm occurrence may be appealed pursuant to this section. The following appeal process shall be afforded upon receipt of an appeal letter:

(i) Upon receipt of an appeal letter, the Township Manager shall forward a copy of the letter (and supporting documentation provided with the letter, if any) to the the Fire Chief for review.

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(ii) The Fire Chief shall independently review the letter and, within 30 days, advise the Township Manager in writing whether, after reasonable investigation, the appeal should be granted. In order to recommend that an appeal be granted, the independent review must result in the conclusion that the original false alarm determination was clearly erroneous. To reach such a conclusion, irrefutable evidence must support the finding that the occurrence did not fit the definition of "false alarm" set forth in this chapter.

(iii) In the event that the Fire Chief agrees that the appeal has no merit, or that the appeal should be granted, such decision shall be final, and if fees must be paid by the alarm user pursuant to this Ordinance, such fees shall be paid within 10 days of the date the Township Manager forwards the final decision to the appelliant via first class mail or personal service.

(iv) If an appeal is granted, the result shall be that the determination of a false alarm shall be overturned, and the alarm occurrence shall not be counted with future false alarm occurrences for purposes of the progressive penalties in

this ordinance. If the appeal is denied, the result shall be that the determination of a false alarm shall stand, and the false alarm occurrence may be counted with future false alarm occurrences for purposes of the progressive penalties in this Ordinance.

(v) False alarm determinations may not be appealed after a subsequent false alarm occurrence is determined to have occurred, nor may they be appealed upon the passage of 12 months from the date of the occurrence.

§ 92-76. Violations and penalties for intentional false alarms.²

Any person who knowingly or willfully initiates a false alarm shall be guilty of a municipal civil infraction and subject to the penalties in Chapter 40, Article IV, Penalties for Misdemeanors and Municipal Civil Infractions.



TO: Cascade Township DDA
FROM: Lulu Brown, Kent District Library
SUBJECT: Library Outdoor Space Funding Request
DATE: March 16, 2023

Libraries serve as critical community partners by evaluating current and future needs and proactively filling gaps in the community fabric. Library buildings have historically included outdoor spaces. These spaces highlight the buildings significance and contribute to the beauty of the property. This project is an opportunity to turn the library inside-out to build a community hub. As the library celebrates 17 years, we recognize updates are needed to ensure it can continue to serve the community’s needs today and well into the future.

One of the largest lessons from the pandemic was the importance of providing a “third place” for the residents of Cascade. The term refers to space that is separate from home and work where we seek conversation, neutral ground, and comfort in feeling connected. Urban Sociologist Ray Oldenburg coined the phrase in 1989. Oldenburg argued that America’s third places were disappearing at an alarming rate. He theorized that since WWII, Americans have developed a preference for private lifestyles, single-family dwellings, and a de-emphasis on community. As many of the beloved third places have changed, our data shows us that libraries are one of the last pure forms of community space.

Kent District Library strives to be an indispensable community resource for enriching lives through access to personal discovery for all. The Cascade branch remains one of the best libraries in Michigan. In 2022 our visitor counts increased to 162,219 visits. We increased the number of people served through our programs by more than 10,000 people. The outdoor space will be an interactive space that we hope merges large community programs like the 4th of July with fun programs like concert series to bring fun while driving economic activity.

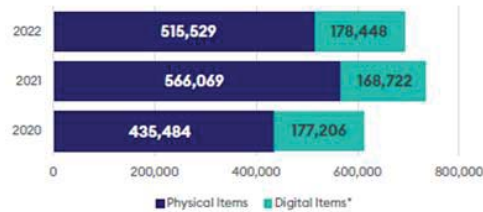
In the past six months, we have connected with potential donors and the Cascade Community Foundation. During that time, we were able to secure a \$30,000 donation to go into the outdoor project. In order to make the outdoor space a success, we are requesting your support for the project.

Cascade Township Branch Statistics

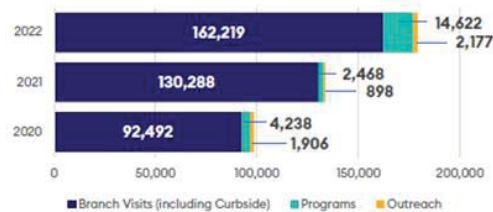
Regional Manager I:Lulu Brown
 Regional Manager II:Ashley Smolinski
 Physical Collection Size:71,457 (10.3% of total)
 Building Size:30,400 sq ft
 Public Computers:12
 Staff:17.6 FTEs
 Open Hours:62 hrs/wk



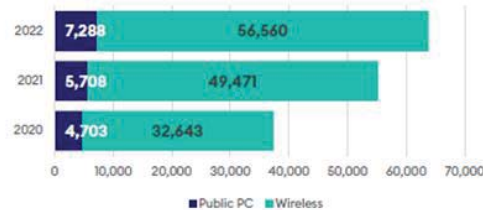
Circulation



People Served



Computer Log-Ins



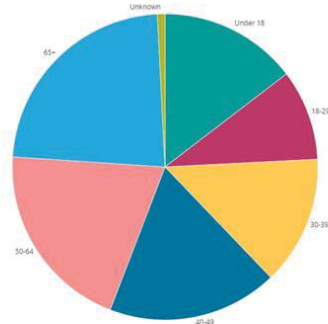
*2020 data is a combination of cloudLibrary and OverDrive and 2021-2022 is OverDrive only. Does not include hoopla and other digital resources.

The library is a building that holds books, but we are so much more than that. One space can hold an education program, Storytime's, dance classes, community events, art programs, or even a remote-work space. We need spaces that can transform into what the community needs. Patrons see libraries as an extension of their homes and workplaces, a comfortable third zone for work, chores, hobbies, and enrichment. Libraries today are accommodating this perception shift with a variety of spaces aimed at supporting group work, idea incubation, individual focus, skill development, and child care.

Physical collections, while still important, are now sharing the spotlight with other library offerings. Media looks different than it did 20 years ago, so libraries present their media differently. In general, libraries today have less shelving, more technology, and more focused catalogs. In addition, libraries are using more electronic catalog options, like Hoopla and OverDrive to supply readers with a wider collection of books, movies, and music than the physical building could store. The importance of our beyond books items have continued to be driven by patron requests. In 2022, we received many requests for camping and outdoor gear and expanded our offerings.

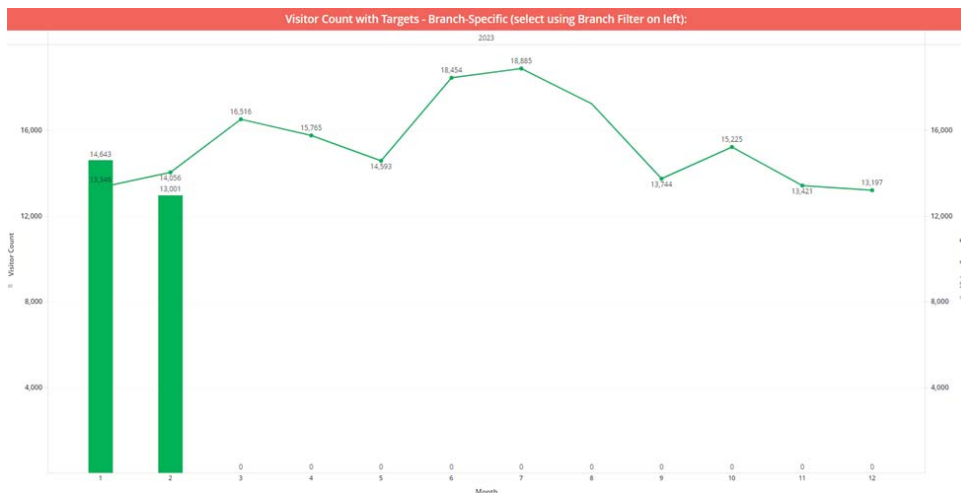
2022 Cascade Library Card Users Age Range

By Age Range:



In 2022, 75% of Cascade library card were over the age of 18. We currently have 10,007 active cardholders but this only reflects people who use their library card.

2023 Visitor Count Targets



In 2023, we anticipate an increase in library visitors based on the increase in traffic we experienced in 2022. Many residents are coming back to the library to attend programs, have coffee with a friend or to other services like our private rooms, computers and free printing.

Native Edge Updates

Attached please find three cost estimates with comments from Native Edge for your review.

PHASE I Cascade Library Cost Est 3.16.23 is the cost estimate for phase 1 for the updated design which was provided yesterday.

The PHASE I Cascade Library Cost Est 3.16.23 went up noticeably from our initial estimates from a year ago. This was largely to account for increased construction costs, updates to the design, additional line items like construction staking, irrigation, benches, trash receptacles, lighting, and engineering qaqc on the final design drawings. Overall, we were trying to account for what the final costs could be when delivering a very high quality product.

PHASE I Cascade Library Cost Est VE 3.16.23 is the ‘value engineered’ version of the cost estimate which reduces to cut costs wherever possible.

The PHASE I Cascade Library Cost Est VE 3.16.23 strived to cut back where we could to maximize cost savings while staying true to the design. Some line items were cut back just in hopes that we were close to the lower end of what these fee ranges could be. In other areas we reduced the overall number of certain features (cut back on the number of benches for example) and opted for more affordable options (ie a \$1,650 bench versus a \$2,500 bench). We then eliminated some items altogether, such as signage, which we felt could easily be incorporated into the site at a later time and wasn’t integral to the initial construction. Our goal here was to show that we can value engineer this site so that we are close to the available budget, and you will see that we did achieve that with this budget.

PHASE II-IV Cascade Library Cost Est 3.16.23 is the updated cost estimate for phases 2-4.

The PHASE II-IV Cascade Library Cost Est 3.16.23 updated the cost estimates for phases 2-4 based on the designs which were created last year. Please note that these designs have not been updated, but we have updated the budget numbers based on our recent discussions and anticipation of the future needs of these spaces. Phase II has increased from our original estimate. This is mainly due to the cost for the pavilion feature. In discussions with project stakeholders and the township board, it is clear that this is to be a community gathering and event space and based on that vision. The original pavilion estimate was more akin to a simple covered pavilion for picnic and small gathering opportunities, but this updated estimate will provide a space for covered gatherings as well as an event space. We can always value engineer this space, similar to the VE estimate for phase 1, but we wanted to begin with the ‘grand vision’ for this space as we feel that this approach is in line with the vision and wishes of the township and residents.

The strategy moving forward would be to proceed with this current design, finish up the construction documents, and then see where contractor bids come in. There are cost savings that will be realized by doing phase 1 and 2 at the same time. Many redundancies, such as site prep, mobilization, grading and earthwork, etc. will be reduced when doing this as a single project versus two.



PROPOSED SITE FEATURES KEY

- ① NEW 6' SIDEWALK
- ② ACTIVE LAWN SPACE
- ③ PAVED SEATING AREA
- ④ PERENNIAL GARDEN SPACES
- ⑤ FOUNTAIN
- ⑥ SEAT WALLS OR CURVED BENCHES
- ⑦ RAIN GARDEN
- ⑧ EXPANDED WOODLAND AREA
- ⑨ RESTORED AND ENHANCED WOODLAND AREA
- ⑩ WOODLAND PLAY AREAS
- ⑪ PAVILION
- ⑫ NEW PRAIRIE AREAS
- ⑬ NEW RETENTION AREA MEADOW PLANTING
- ⑭ WET MEADOW PLANTING
- ⑮ TRAILS
- ⑯ SEATING AREAS
- ⑰ ACCESS TO IMPROVEMENT AREAS

NOTES:

- 1) Refer to included project narrative for detailed design information.



PROJECT
LANDSCAPE MASTER PLAN
KENT DISTRICT LIBRARY - CASCADE TOWNSHIP BRANCH

PREPARED FOR
 Kent District Library
 CASCADE TOWNSHIP BRANCH

PREPARED BY
 NATIVEDGE
 ECOLOGICALLY INSPIRED DESIGN

DATE 2/16/22
SHEET TITLE
OVERALL MASTER PLAN
SHEET No. 1 OF 2



PROPOSED SITE FEATURES KEY

- 1 NEW 6' SIDEWALK
- 2 ACTIVE LAWN SPACE
- 3 PAVED SEATING AREA
- 4 PERENNIAL GARDEN SPACES
- 5 FOUNTAIN
- 6 SEAT WALLS OR CURVED BENCHES
- 7 RAIN GARDEN
- 8 EXPANDED WOODLAND AREA
- 9 RESTORED AND ENHANCED WOODLAND AREA
- 10 WOODLAND PLAY AREAS
- 11 PAVILION
- 12 NEW PRAIRIE AREAS
- 13 NEW RETENTION AREA MEADOW PLANTING
- 14 WET MEADOW PLANTING
- 15 TRAILS
- 16 SEATING AREAS
- 17 ACCESS TO IMPROVEMENT AREAS

NOTES:

- 1) Refer to included project narrative for detailed design information.



PROJECT
LANDSCAPE MASTER PLAN
 KENT DISTRICT LIBRARY - CASCADE TOWNSHIP BRANCH

PREPARED FOR
 Kent District Library
 CASCADE TOWNSHIP BRANCH

PREPARED BY
 NATIVEDGE
 ECOLOGICALLY INSPIRED DESIGN

DATE 2/16/22
SHEET TITLE MASTER PLAN FOCUS AREA
SHEET No. 2 OF 2

LANDSCAPE AREA IMPROVEMENTS
 KENT DISTRICT LIBRARY -
 CASCADE TOWNSHIP BRANCH

PREPARED FOR:
 Kent District Library
 2870 Jacksmith Ave SE
 Grand Rapids, MI 49546

#	DATE	ISSUE / REVISION
1	3/21/23	50% CDS

SEAL

DATE:	3/15/23
PROJECT No.:	NE22701.01
ISSUE / REVISION:	1
SCALE:	1"=10' (HALF SCALE 1"=20')
SHEET TITLE	PHASE 1 SCHEMATIC DESIGN
SHEET	C1
SHEET No.	1 OF 2

- PROPOSED SITE FEATURES KEY**
- | | | | |
|---|-------------------------|----|---------------------------|
| 1 | NEW 7' SIDEWALK | 7 | RAIN GARDEN |
| 2 | ACTIVE LAWN SPACE | 8 | EXPANDED WOODLAND AREA |
| 3 | PAVED SEATING AREA | 9 | ENHANCED WOODLAND AREA |
| 4 | PERENNIAL GARDEN SPACES | 10 | DECOMPOSED GRANITE TRAILS |
| 5 | FOUNTAIN | 11 | PICNIC LAWN |
| 6 | BENCHES | 12 | FUTURE WALKWAYS |
| | | 13 | WAYFINDING KIOSK |
| | | 14 | ENTRY / EXIT |



NOTES:
 1) Refer to included project narrative for detailed design information.

Opinion of Probable Cost - Landscape Master Plan - Cascade Library (Phases 2-4) April 18, 2023

Item	Qty.	Unit	Unit Price	Total	Notes
PHASE II - PAVILION AREA AND IMPROVEMENTS NORTH OF EXISTING WOODS					
Mobilization and Staging	1	LS	\$ 2,000.00	\$ 2,000.00	
Construction Staking and Mat. Testing	1	LS	\$ 1,000.00	\$ 1,000.00	
Soil Erosion and Sedimentation Control	1	LS	\$ 500.00	\$ 500.00	
Site Prep. & Demolition	1	LS	\$ 8,000.00	\$ 8,000.00	
Grading & Drainage and Soil Placement	1	LS	\$ 5,000.00	\$ 5,000.00	
4" Sidewalks	10,000	SF	\$ 18.00	\$ 180,000.00	
60' Pavilion	1	LS	\$ 300,000.00	\$ 300,000.00	Includes Engineering, Installation, and Utilities
Decomposed Granite Path	1,100	SF	\$ 6.00	\$ 6,600.00	
Tables and Chairs	10	EA	\$ 2,000.00	\$ 20,000.00	
Perennial Garden Areas	3,223	SF	\$ 10.00	\$ 32,230.00	Rounded to include mulch.
Lawn Areas	3,926	SF	\$ 1.75	\$ 6,870.50	Installed as sod.
Lighting	1	Allowance	\$ 15,000.00	\$ 15,000.00	
Irrigation	1	Allowance	\$ 6,000.00	\$ 6,000.00	

Phase II Subtotal	\$ 583,200.50	
Professional Fees @ 10%	\$ 58,320.05	Includes Construction Administration
Contingency @ 12%	\$ 69,984.06	
Annual Garden Maintenance	\$2,500	
Phase II Total	\$ 714,004.61	

PHASE III - NORTHEAST SIDE OF BUILDGIN FACING DETENTION BASIN					
Site Prep., Demo, Grading, & Drainage	1	LS	\$ 2,500.00	\$ 2,500.00	
4" Sidewalks	2,075	SF	\$ 18.00	\$ 37,350.00	
Perennial Garden Areas	4,495	SF	\$ 10.00	\$ 44,950.00	Rounded to include mulch.
Tables and Chairs	3	EA	\$ 2,000.00	\$ 6,000.00	

Phase III Subtotal	\$ 90,800.00	
Professional Fees @ 5%	\$ 4,540.00	
Contingency @ 6%	\$ 5,448.00	
Annual Garden Maintenance	\$2,500	
Phase III Total	\$ 103,288.00	

PHASE IIII - NATURAL AREA IMPROVEMENTS					
Prairie Area Prep.	2.3	AC	\$ 1,500.00	\$ 3,450.00	Includes eradication of exiting lawn areas in all of the
Prairie Area Seed Installation	2.3	AC	\$ 5,000.00	\$ 11,500.00	
Meadow and Wet Meadow Area Prep.	0.8	AC	\$ 2,000.00	\$ 1,600.00	
Meadow and Wet Meadow Seed Installation	0.8	AC	\$ 6,000.00	\$ 4,800.00	This number may be increased if erosion control
Woodland Expansion Area Plantings	1	Allowance	\$ 10,000.00	\$ 10,000.00	

Phase IIII Subtotal	\$ 31,350.00	
Professional Fees @ 5%	\$ 1,567.50	
Contingency @ 6%	\$ 1,881.00	
Phase IIII Total	\$ 34,798.50	

Project Summary (Phase 2-4)

Phase II Total	\$ 711,504.61
Phase III Total	\$ 100,788.00
Phase IIII Total	\$ 34,798.50
Phases 2-4 Grand Total	\$ 847,091.11

Notes:

- 1) The cost estimates provided in this table assume average material and construction prices for the various site improvements. Most features have a high and low range depending on exact materials specified and the prices in this spreadsheet assume the median price range for these features. This means that there is potential for the constructed price of the proposed site improvements to be above or below the estimated prices based on the exact materials chosen.
- 2) Due to the variable nature of material prices and contractor fees, no guarantee is made as to the actual cost of construction of the features listed in this table. These numbers are intended to provide an estimation of probable cost which can be used to plan for construction and next steps.
- 3) This cost estimate assumes the job is approved and executed with phase 1. The project will save budget on things like mobilization and staging, construction staking, SESC, site prep, and grading.

Opinion of Probable Cost - Landscape Master Plan - Cascade Library (Phase I) - April 18, 2023

Item	Qty.	Unit	Unit Price	Total	Notes
PHASE I - PRIMARY USE AREA ADJACENT TO NW SIDE OF LIBRARY					
Mobilization and Staging	1	LS	\$ 2,500.00	\$ 2,500.00	
Construction Staking and Mat. Testing	1	LS	\$ 5,000.00	\$ 5,000.00	Construction staking for paths and other features.
Soil Erosion and Sedimentation Controls	1	LS	\$ 1,500.00	\$ 1,500.00	
Site Prep. & Demolition	1	LS	\$ 10,000.00	\$ 10,000.00	Includes tree removal, clearing and grubbing.
Grading, Drainage, and Soils Placement	1	LS	\$ 5,000.00	\$ 5,000.00	All site grading and drainage for rain garden.
Utilities	1	LS	\$ 5,000.00	\$ 5,000.00	Connections for lighting and fountain.
4" Sidewalks	6,500	SF	\$ 18.00	\$ 117,000.00	
Concrete Pavers	706	SF	\$ 32.00	\$ 22,592.00	
Fountain	1	EA	\$ 30,000.00	\$ 30,000.00	Paid for by donor contribution.
Lighting	1	Allowance	\$ 15,000.00	\$ 15,000.00	
Irrigation	1	Allowance	\$ 15,000.00	\$ 15,000.00	
Benches	30	EA	\$ 2,800.00	\$ 84,000.00	
Tables	4	EA	\$ 2,000.00	\$ 8,000.00	
Trash Recepticles	3	EA	\$ 1,250.00	\$ 3,750.00	
Signage	1	Allowance	\$ 4,000.00	\$ 4,000.00	
Trees	12	EA	\$ 750.00	\$ 9,000.00	
Shrubs	229	EA	\$ 80.00	\$ 18,320.00	
Perennials	4,500	EA	\$ 8.00	\$ 36,000.00	
Mulch	50	CY	\$ 75.00	\$ 3,750.00	
Sod Lawn	3,370	SF	\$ 1.75	\$ 5,897.50	
Woodland Restoration Plantings	1	LS	\$ 5,000.00	\$ 5,000.00	Replanting of woodland understory in natural area.

Phase I Subtotal	\$ 406,309.50	
Site Survey	\$ 3,000.00	Completed by Feenstra & Associates Feb. '23
Professional Fees	\$ 16,250.00	Native Edge Design and CA Contract.
Construction Administration @ 3%	\$ 12,189.29	Includes engineering consultant and QAQC
Contingency @ 5%	\$ 20,315.48	
Annual Garden Maintenance	\$3,500	

Phase I Total	\$ 461,564.26
Donor Contribution for Fountain	\$ 30,000.00
Friends of the Library Contribution	\$ 201,000.00
Estimated Remaining Phase I Funding Needed	\$ 230,564.26

Notes:

- 1) The cost estimates provided in this table assume average material and construction prices for the various site improvements. Most features have a high and low range depending on exact materials specified and the prices in this spreadsheet assume the median price range for these features. This means that there is potential for the constructed price of the proposed site improvements to be above or below the estimated prices based on the exact materials chosen.
- 2) Due to the variable nature of material prices and contractor fees, no guarantee is made as to the actual cost of construction of the features listed in this table. These numbers are intended to provide an estimation of probable cost which can be used to plan for construction and next steps.



CASCADE CHARTER TOWNSHIP
5920 Tahoe Dr. SE Grand Rapids, Michigan 49546

Date: May 25, 2023
To: Board of Trustees
From: Supervisor Lesperance
Subject: Establishment of & Appointments to - Township Manager Search Committee

As the Board is aware, Manager Swayze will be sharing significant news with us. I know that we all wish him the very best in his new endeavor and continued professional success. His service to the Cascade community is noted and appreciated.

To pro-actively address the transition process, I recommend the establishment of a task specific Township Manager Search Committee consisting of the Supervisor, Treasurer and one (1) Trustee—with HR Director Katie Murawski providing administrative support to the Committee.

This advisory Committee will assist the entire Board as it undertakes the transition process. A smooth transition is critical given the variety, scope and complexity of the Township's many projects and initiatives.

I recommend the following appointments: Grace Lesperance, Supervisor; Windi Korstange, Treasurer; Timmy Noordhoek, Trustee.