

**REVISED
AGENDA
CASCADE CHARTER TOWNSHIP
REGULAR BOARD MEETING**

Wednesday, November 20, 2019

7:00 P.M.

Cascade Branch of the Kent District Library, Wisner Center
2870 Jacksmith, S.E.

Expected Meeting Procedures

1. During public comments you may speak on any item not noted on the agenda for a public hearing.
2. Please limit comments to 3 minutes per person and the Board may or may not choose to respond.
3. Please limit your comments to a specific issue.
4. Please turn OFF cellular phones.

- Article 1. Call to Order, Roll Call**
- Article 2. Pledge of Allegiance to the Flag**
- Article 3. Approval of Agenda**
- Article 4. Presentations**
- Article 5. Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6. Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes**
 1. Regular Township Board Minutes 11/06/2019.
 2. Regular Planning Commission Minutes 10/07/2019.
 - b. Receive and File Education Requests**
 1. Clerk Slater and Padley Gallagher – MAMC Clerks Institute – Mount Pleasant – March 15-20, 2020.
 - c. Receive and File Reports**
 1. Building Department Monthly Report for October 2019.
- Article 7. Financial Actions**
- Article 8. Unfinished Business**
- Article 9. New Business**
- 080-2019 Consider Approval of Special Use Permit for dog daycare at 9051 36th Street.**
- 081-2019 Consider Approval of Resolution of Support for Redevelopment Liquor License for Electric Cheetah – 6450 28th St. (roll call)**
- 082-2019 Consider Approval of Resolution for the Special Assessment Roll for 2019. (roll call)**

083-2019 Consider Approval of resolutions for removal of two streetlights in Centennial Business Park. (roll call)

- Article 11. Public Comments – Any comments...whether it is on the Agenda or not. (limit comments to 3 minutes)**
- Article 12. Manager Comments**
- Article 13. Board Member Comments**
- Article 14. Adjournment**

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

Wednesday, November 6, 2019

7:00 P.M.

- Article 1.** Supervisor Beahan called the meeting to order.
Present: Supervisor Beahan, Clerk Slater, Treasurer Peirce, Trustees Lewis, Koessel, McDonald and Shipley.
Absent: None
Also Present: Manager Swayze, DDA/ED Director Korhorn and those listed on Supplement #1.
- Article 2.** Supervisor Beahan led the Pledge of Allegiance.
- Article 3.** Motion was made by Trustee Lewis and supported by Trustee Shipley to approve the Agenda as presented. Motion carried unanimously.
- Article 4.** **Presentations**
- Article 5.** **Public Comments-Anything on the Agenda not scheduled for a public hearing. (limit comments to 3 minutes)**
- Article 6.** **Approval of Consent Agenda**
- a. Receive and File Various Meeting Minutes**
 - 1. Regular Township Board Minutes 10/09/19 and 10/23/2019.
 - 2. Regular Downtown Development Minutes 7/16/19 and 9/17/19.
 - b. Receive and File Communications**
 - 1. Letter from State of Michigan – re: Uniform Video Services Local Franchise Act.
 - 2. Letter from Comcast – re: Xfinity TV Channel Updates
 - 3. Letter from Charter – re: Pricing Changes
 - c. Receive and File Reports**
 - 1. Kent County Sheriff Department Quarterly Report
- Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Consent Agenda as presented. Motion carried unanimously.
- Article 7.** **Financial Actions**
- Article 8.** **Unfinished Business**
- Article 9.** **New Business**
078-2019 **Consider Approval of Resolution for VAI Purple Community Run to Close Public Streets for 5k Run/Walk (Multi-year application for 2020, 2021, 2022)**
DDA/ED Director Korhorn was present to address the Board regarding the VAI Purple Community Run. Discussion followed. Motion was made by Trustee Koessel and supported by Trustee Shipley to approve the Resolution for VAI Purple Community Run to Close Public Streets for 5k Run/Walk (Multi-year application for 2020 ,2021, 2022) Motion carried unanimously by roll call vote.

Consider Approval of Cascade Charter Township Purchase Order Policy.

Manager Swayze reviewed the Purchase Order Policy with the Board. Discussion followed. Motion was made by Trustee Shipley and supported by Trustee McDonald to approve the Cascade Charter Township Purchase Order Policy. Motion carried unanimously by roll call vote.

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

Article 12. Manager Comments

Manager Swayze offered the following comments:

- We are nearing the end of the budget process. There are a couple of meetings coming up.
- Big project we are working on now is the potential Township Hall project.
- We have chosen December 4th as our public meeting Day for the potential Township Hall Project.
- I received an e-mail from Jerry Burns at the Road Commission that all the local roads are finally done.

Article 13. Board Member Comments

Trustee Shipley offered the following comments:

- Thanked the residents in attendance.

Clerk Slater offered the following comments:

- We had a very small successful election yesterday.
- The Cemetery maintenance garage is being built.

Article 14. Adjournment

Motion was made by Treasurer Peirce and supported by Trustee McDonald to adjourn. Motion carried unanimously.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Denise M. Biegalle
Deputy Clerk

Approved by:

Susan B. Slater, Clerk

Robert S. Beahan, Supervisor

MINUTES

Cascade Charter Township
Planning Commission
Monday, October 7, 2019
7:00 P.M.

- ARTICLE 1.** Chairman Sperla called the meeting to order at 7:00 P.M.
Members Present: Johnson, Katsma, Krieter, Lewis, Noordyke, Pennington, Rissi, Moxley, and Sperla
Members Absent: None
Others Present: Community Development Director, Steve Peterson and those listed on the sign in sheet.
- ARTICLE 2. Pledge of Allegiance.**
- ARTICLE 3. Approve the current Agenda.**
- Motion was made by Member Lewis to approve the Agenda. Supported by Member Pennington. Motion carried 9 to 0.**
- ARTICLE 4. Approve the Minutes of the September 9, 2019 meeting.**
- Motion was made by Member Johnson to approve the minutes of September 9, 2019 as written. Supported by Member Katsma. Motion carried 9 to 0.**
- ARTICLE 5. Acknowledge visitors and those wishing to speak to non-agenda items.**
- No visitors came forward.
- ARTICLE 6. Case #19-3519 Golden Valley**
Property Address: 5800 Thornapple River Dr.
Requested Action: The Applicant is requesting a Final Preliminary Plan approval. The development would allow for a new subdivision for 12 single family detached homes.
- Director Peterson stated the Applicant has received all of their other permits, and the only thing that is changed since the last time this project was on the Agenda is that the Health Department is only signing off on Phase 1, which is the Western 12 lots. This will be proceeding as two separate projects, so only the 12 lots of Phase 1 would be reviewed tonight. There is a detention pond in the project that will be a part of Phase 1. Director Peterson stated that the layouts, lots, and all of the other details are still the same as when this was last in front of the Planning Commission for their Tentative Approval. Director Peterson stated that the Applicant was asked for and has provided a copy of the deed restrictions, an airport recognition statement, an agreement to participate in a sewer/water special assessment, their block grading plan, and detail on pathway construction. Director Peterson stated that there will be a pedestrian pathway

connection between the two phases, and that it will be put in before the first home in Phase 2 is constructed. Director Peterson stated this is a by right plan (the Applicant is not asking for any exceptions), and the lots are larger since there is no common open space.

Member Noordyke asked Director Peterson if the retention pond that is part of Phase 1 (but on land where Phase 2 is proposed) can be removed if Phase 2 is not completed, and those lots were sold as a single lot. Director Peterson stated that no, the retention pond cannot be removed as it will be part of the Phase 1 development.

Chairman Sperla invited the applicant to come forward with comments.

Mr. Don DeGroot (Excel Engineering) came forward and stated that Dan Kamphuis (Applicant) is here to answer questions as well. Mr. DeGroot stated that there will be a permanent easement established to protect the infrastructure (storm sewer and retention pond) that is outside of the Phase 1 lot area. This way, the condominium association will have rights to that property if Mr. Kamphuis decided not to develop Phase 2 and instead sell the property.

Chairman Sperla asked Mr. DeGroot if the retention pond would be completed before any aspect of Phase 2 is started, Mr. DeGroot replied that yes, it would be completed since there is drainage from Phase 1 that is directed to that pond. The pond is designed to accept drainage from both Phase 1 and 2; should Phase 2 not be completed for any reason, the pond will still be used for Phase 1.

Motion was made by Member Pennington to forward a positive recommendation of the Final Preliminary Plan to the Township Board with the conditions that the pathway be constructed prior to the first home in Phase 2 being occupied, and an easement is applied for and recorded for the retention pond. Supported by Member Noordyke. Motion carried 9 to 0.

ARTICLE 7. Any other business

Director Peterson asked Members if moving the Planning Commission meeting time to 5:30 pm (instead of 7pm) is something they would be interested in doing if he were to put it on an agenda for discussion. Chairman Sperla stated that he would be in favor of putting the change of time on a future agenda, many Members stated that they would not like the time to change.

Chairman Sperla stated to Director Peterson that since many Members were opposed to the possible meeting time changing, he did not believe the matter needed to be put on an agenda for further discussion. Planning Commission meetings will still be held at 7pm.

Director Peterson reminded Members and Chairman Sperla that the Joint Meeting will be held on the 21st of October with the DDA, Zoning Board, and Township Board.

ARTICLE 8. Adjournment

**Motion was made by Member Lewis to adjourn. Supported by Member Katsma.
Motion carried 9 to 0. The meeting was adjourned at 7:20 p.m.**

Respectfully submitted,
Phil Johnson, Secretary



**Cascade Charter Township
Seminar/Conference Attendance Request Form**

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
2. Some seminars/conferences that an employee may attend may be unrelated to their particular job or government in general, and are therefore not covered by this assistance policy.
3. Any request that requires an overnight stay or expenditure over \$200 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 \$200 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: Sue Slater

Application Date: November 5, 2019

Location of Seminar/Conference: Mt. Pleasant

Name of Proposed Seminar/Conference: 2020 Clerks Institute

Description of Seminar/Conference: (may also be attached): Clerks Certification (3rd year)

How will the Seminar/Conference benefit the employee and the township? Enables Clerk to be certified as a Clerk in the State of Michigan.

Cost of the Seminar/Conference: (Registration) \$ 650.00

(Lodging) \$ 425.00 (Travel) \$ 52.20

Account #: 101-215-724-000

Your Signature: Susan B. Stally

Approvals:

Department Head: _____ Date: _____

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



INSTITUTE REGISTRATION

MAMC INSTITUTE March 15 - 20, 2020 or March 22 - 27, 2020

Comfort Inn & Suites Conference Center Mt. Pleasant, Michigan

MAMC INSTITUTE MARCH 15-20, 2020

OR MAMC INSTITUTE MARCH 22-27, 2020

YEAR 1

YEAR 2

YEAR 3

INSTITUTE REGISTRATION DEADLINE IS FEBRUARY 28, 2020 (WEEK ONE) OR MARCH 6, 2020 (WEEK TWO)
PLEASE SELECT WHICH SESSION AND YEAR APPLIES TO YOUR REGISTRATION.

NOTE: Note both sessions will offer the same curriculum, and you must sign up for either the first week or the second week. Requests to switch back and forth cannot be accommodated. Participation is mandatory for all sessions, so do not register unless you can commit to attending the entire institute.

First Name Susan B. Last Name Slater
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name Sue Slater Title Clerk
(For your name tag) (If you are not a Clerk or a Deputy Clerk, the endorsement of your organization's Clerk is required.)

Organization Cascade Charter Twp Address 2865 Thornhills E

City Grand Rapids State MI Postal Code 49516

Email sslater@cascaDETwp.com Phone 616 949.1508
(Confirmation information will be sent via email so please print or type clearly.)

Please list the previous years that you have attended MAMC Institutes: 2018, 2019

Please indicate any special needs such as a disability, hearing, visual, diet, etc: —

INSTITUTE REGISTRATION FEE - \$650.00 Member or \$700.00 Non Member*

- MAMC accepts credit card payments and online registration. www.michiganclerks.org/Events.aspx
 - Fee includes lunch on Monday, Tuesday, and Thursday and dinner on Sunday and Thursday.
 - Registration deadline is February 28, 2020 (Week One) or March 6, 2020 (Week Two).
 - Faxing or emailing registration forms before the deadline does not avoid the late fee.
 - A late fee of \$50.00 will be charged for payments postmarked after the deadline.
 - Lodging is separate. A block of rooms are reserved at the Comfort Inn Hotel & Suites at a special rate of \$85.00 per night, plus applicable taxes and assessments. These rates will not apply to reservations made on the internet. Call the Comfort Inn and identify yourself as a "MAMC participant when making reservations. Provide your agency's tax-exempt number to avoid state taxes.
- *MAMC membership forms are available on the website. www.michiganclerks.org/about/membership.aspx**

MAIL THIS FORM TO:

MAMC
120 North Washington Square
Suite 110A
Lansing, MI 48933
Please include a check payable to MAMC with mail-in registrations. Return by February 28, 2020 to avoid the \$100.00 late fee (per SR 17). Sorry, no exceptions.

TAX ID 38-3554848

QUESTIONS?

Contact Mary Bender,
Institute Coordinator
231-797-5536
mbender102@aol.com

SCHOLARSHIP INFORMATION

Scholarships are available for those who qualify. For more information, visit www.michiganclerks.org/programs/scholarship.htm

REMINDER

MAMC CANCELLATION POLICY

The cancellation fee is now \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to info@michiganclerks.org or faxed to GCSI at 517-371-1170.

Cancellation requests received after 14 days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

Attendance is required at all sessions in order to receive credit towards IIMC and MAMC certification. Please do not register unless prepared to attend all sessions.

BE SURE TO KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

www.michiganclerks.org



MAMC INSTITUTE

March 15 - 20, 2020 or March 22 - 27, 2020

Comfort Inn & Suites Hotel and Conference Center
Mt. Pleasant, Michigan



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS



Presorted First Class
U.S. Postage
PAID
Mt. Pleasant, MI 48858
Permit No. 110

MAMC
120 North Washington Square
Lansing, MI 48933



MAMC INSTITUTE

THREE YEAR CURRICULUM

The Institute consists of three one-week non-sequential sessions (one week each year) focusing on training that fulfills the IIMC and CMMC certification requirements. It includes a well-balanced combination of subjects that address Public Administration, Organizational Topics, Social Issues, Interpersonal Skills, and Elections.

Participation is mandatory for all sessions and attendance is monitored. The sessions are non-sequential, and one may begin the three-year cycle at any time.

When you register for the Institute, indicate which session and if you are attending the Institute for the first, second or third time.

2020 CURRICULUM

**March 15 - 20, 2020 or
March 22 - 27, 2020**

- If I Knew Then What I Know Now...
- Societal Trends
- Organizational Culture
- Records Management
- Time Management
- Managing Problem Employees
- Legal Update
- Michigan Legal System
- Leadership and Ethics
- Thriving Through Change
- Creating a Personal Strategic Plan

2021 CURRICULUM

**March 14 - 19, 2021 or
March 21 - 26, 2021**

- Changes in the Communities We Serve
- Financing Local Government Services
- Effective Meeting Techniques
- Understanding Yourself and Others
- Election Update
- Media and Community Relations
- Strategic Planning
- Communication Skills
- Presentation Skills
- Accountability in the Workplace
- Tactical Planning

2022 CURRICULUM

**March 13 - 18, 2022 or
March 20 - 25, 2022**

- Alternative Forms of Local Government
- Cyber Security
- Effective Communications
- Professionalism in the Clerk's Office
- Minutes and Agenda
- Managing Generational Differences
- Budgeting Basics
- Lansing's Effect on Local Government
- Training Across Generations
- Eureka to Action



MAMC INSTITUTE

March 15 - 20, 2020 or March 22 - 27, 2020

Comfort Inn & Suites Hotel and Conference Center

Greetings to You and Your Staff!

The heart of MAMC's mission is to promote and encourage professional development through communication, education, and training. The Institute and Master Academy provide ideal opportunities for learning, regeneration, and connecting with peers from around the state.

MAMC members continue to enjoy a full range of educational and professional development opportunities. For the first time, MAMC turned away members for the institute because it has grown to the point where we needed to limit the size of the class to maintain the quality of the experience.

2019 was the first year in which the class size was limited to 40 first-year participants. Regrettably, dozens of people who wanted to register for the Institute were not able to attend. We are pleased to announce that starting in 2020 the Institute will be offered twice. Attendees will have the option of attending the Institute either March 15-20, 2020 or March 22-27, 2020 at the Comfort Inn & Suites Hotel and Conference Center in Mt. Pleasant. **Note the same curriculum will be offered at both sessions and you must sign up for either the first week or the second week. Requests to switch back and forth cannot be accommodated.**

This Institute will be our thirteenth year with Central Michigan University (CMU) as our university sponsor. CMU will oversee the instruction to be sure that it meets International Institute of Municipal Clerks (IIMC) and MAMC certification requirements. Specific information about the IIMC and MAMC certification requirements are available at www.iimc.com and www.michiganclerks.org.

Lewis Bender, Ph.D., will return as the facilitator, instructor and also the instructor of record for participants that wish to earn college credit. Mary Bender will provide program coordination for the Institute and Master Academy.

General information including the schedule for the Institute and Master Academy is available on the MAMC website and will be updated if there are any changes. Please review the schedule carefully and note that to receive credit towards your CMC or MMC certifications through the IIMC and MAMC you must attend all sessions.

We are certain that your experiences in Mt. Pleasant will leave you energized and revitalized in your pursuit of professional excellence. Please help spread the word about the MAMC Institute and plan to attend in 2020!

Melanie D. Ryska

Melanie D. Ryska
MAMC Director, Education Chair

JoAnne Kean

JoAnne Kean
MAMC Director, Education Vice-Chair

Mt. Pleasant, Michigan



CERTIFICATE OF COMPLETION

The IIMC and MAMC requires a total of 120 hours of instruction in the three-year Institute program. Please do not register for the Institute if you cannot commit to the entire week which includes 40 hours of instruction. Those who complete three years of the Institute will receive a plaque stating they have completed the full MAMC Institute program.

COLLEGE CREDIT



Central Michigan University will offer up to three hours of academic credit in an independent study format at either the undergraduate or graduate level for completion of each year of the Institute. Lewis Bender, Ph.D., will be the instructor of record for this course and additional information will be available at the beginning of the Institute.

EDUCATION COMMITTEE

The education committee plans, organizes, and conducts all educational classes at the Annual Conference, Clerking 101, Master Academy classes, the Annual Education Day and other educational opportunities for MAMC members. If you would like to join the Education committee, please contact Melanie Ryska.

EDUCATION COMMITTEE CHAIRPERSON

Melanie D. Ryska, Sterling Heights, Education Committee Chair
JoAnne Kean, Vevay Township, Education Vice-Chair

FACILITATOR | Lewis G. Bender, Ph.D.

Lew is professor emeritus, Southern Illinois University at Edwardsville. As the facilitator, his job is to keep things moving and tie all the sessions together at the Institute. In addition to facilitation, he will serve as an instructor for several sessions and the instructor of record for those wishing to receive college credit for attending the Institute. Throughout his career, Lew has been deeply involved in community-based applied research, organizational goal setting, and planning and approached to organizational development. His educational background includes BS Grand Valley State University, Master's degree from Wayne State University, and Ph.D. in political science, University of Georgia. A specialist in training and organizational development for business and government, Lew is well known for his candid approach and casual style. For more information about Lew Bender, check out his website at www.lewbender.com.

PROGRAM COORDINATOR

Mary Bender

P.O. Box 330 | Leroy, MI 46955
Phone: 231-797-5536
Email: mbender102@aol.com

MAMC INSTITUTE

Registration Deadline

February 28, 2020 (Week One)

March 6, 2020 (Week Two)



ACCOMMODATIONS

The registration fee does not include lodging. There is a block of rooms reserved for MAMC Institute at the Comfort Inn & Suites Hotel and Conference Center until February 28, 2020 for the first week and March 8 for the second week. Single occupancy rooms are available at reduced rates starting at \$85 plus applicable taxes and assessments. *These rates will not apply to reservations made on the internet.* Call the Comfort Inn & Suites and identify yourself as a "MAMC participant" when making reservations. Provide your agency's tax-exempt number to avoid state taxes.

Comfort Inn & Suites Hotel and Conference Center

2424 South Mission | Mt Pleasant, MI 48858 | 989-772-4000
Additional information on the Comfort Inn & Suites Hotel and Conference Center is available at www.mtpcomfortinn.com

REGISTRATION FEE

MAMC MEMBER - \$650*

PAYMENT POSTMARKED ON OR BEFORE FEBRUARY 28, 2019 FOR WEEK ONE OR MARCH 6, 2019 FOR WEEK TWO.

NON-MEMBER - \$700*

* PAYMENT POSTMARKED AFTER FEBRUARY 28, 2019 FOR WEEK ONE OR MARCH 6, 2019 FOR WEEK TWO, ADD \$50. (\$700 MAMC MEMBER/\$750 NON-MEMBER.)

Institute registration fee includes instructional costs, course materials, and some meals. The food is great at the Conference Center. Below is a list of the meals that will be covered by the registration fee.

- Lunch on Monday, Tuesday, Thursday, and Friday
- Dinner on Sunday and Thursday
- Breaks with beverages and snacks each morning and afternoon
- Continental breakfast is provided by the Comfort Inn & Suites each morning in the lobby

REGISTRATION

Registration is open to all City, Township, Village, and County clerks and deputy clerks in Michigan. If you are not a clerk or a deputy clerk, you must include a letter of endorsement from the organization's Clerk. MAMC membership dues for 2020 must be paid at the time you register. Dues forms are available on the MAMC website. www.michiganclerks.org/about/membership.aspx

The Institute registration forms are posted on the website. They are in a pdf format that will allow you to type the information into the form and print it. Please remember to keep a copy for your records. MAMC now accepts credit card payments and online registration.

CANCELLATION POLICY

The cancellation fee is \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to info@michiganclerks.org or faxed to MAMC at 517-371-1170. Cancellation requests received after 14 days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.



MAMC INSTITUTE

March 15 - 20, 2020 or March 22 - 27, 2020

Comfort Inn & Suites Hotel and Conference Center ♦ Mt. Pleasant, Michigan

SUNDAY March 15 or March 22	MONDAY March 16 or March 23	TUESDAY March 17 or March 24	WEDNESDAY March 18 or March 25	THURSDAY March 19 or March 26	FRIDAY March 20 or March 27
<p>3:00 - 5:00 PM REGISTRATION</p> <p>Comfort Inn Stadium Room near the lobby.</p> <p>5:00 - 6:30 PM ORIENTATION PROGRAM & FIRST CLASSROOM ASSIGNMENT</p> <p>OPENING SESSION</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>6:30 - 9:00 PM WORKING SESSION Includes dinner.</p>	<p>8:00 AM - Noon SOCIETAL TRENDS THAT ARE IMPACTING LOCAL MICHIGAN CLERKS</p> <p>Facilitated Discussion</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>MAMC Board of Directors</p> <p>LUNCH</p> <p>1:00 - 5:00 PM PREPARING FOR A PRESIDENTIAL ELECTION</p> <p>Mary Kotowski, City Clerk City of St. Clair Shores</p> <p>5:00 - 5:30 PM HEARTY SNACK</p> <p>5:30 - 8:30 PM TRAIN THE TRAINER</p> <p>A course recommended for Clerks who must guide and instruct others.</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p>	<p>8:00 AM - Noon RECORDS MANAGEMENT</p> <p>Record retention and disposal schedules, common record- keeping problems, storing, destroying, preserving records, and records clean-up.</p> <p>State of Michigan Records Management Services</p> <p>LUNCH</p> <p>1:00 - 3:00 PM ETHICS IN THE CLERK'S OFFICE</p> <p>Christal Eason, CLE Strategic Solutions, LLC</p> <p>3:00 - 5:00 PM ETHICS POLICIES BEST PRACTICES</p> <p>TBD</p> <p>ON YOUR OWN FOR DINNER</p> <p>Lots of good places to eat and get together with other clerks.</p>	<p>8:00 AM - Noon MANAGING PROBLEM EMPLOYEES</p> <p>Learn about PC's behaviors and their impact on the team, the customers, the organization, and you!</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>FREE AFTERNOON</p> <p>This free afternoon makes up for a very long day on Monday. Participants are strongly encouraged to take advantage of this time for networking and relaxing in preparation for the rest of the week. You will be on your own for lunch and dinner.</p>	<p>8:00 AM - Noon SECURITY IN THE CLERKS OFFICE</p> <p>Developing awareness and protective strategies.</p> <p>Gary Sikorski President, Reasonable Force Training</p> <p>LUNCH</p> <p>1:00 - 5:00 PM LEGAL UPDATE</p> <ul style="list-style-type: none"> • Hostile Work Environment • Legalized Marijuana <p>Jennifer Starlin, Shareholder, Thrun Law Firm, P.C.</p>  <p>AWARDS BANQUET</p> <p>5:00 - 6:00 PM SOCIAL HOUR</p> <p>6:00 - 7:00 PM DINNER</p> <p>7:00 - 8:00 PM AWARDS PROGRAM</p>	<p>8:00 - 11:00 AM SURVIVING AND THRIVING THROUGH CHANGE</p> <p>This workshop will offers solutions for building stronger teams that are capable of surviving and even thriving in changing times.</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>11:00 AM - 2:00 PM WORKING LUNCH AND CLOSING SESSION</p> <p>Creating a Personal Strategic Plan Moving from Eureka to Action</p> <p>Lewis Bender, Ph.D. Professor Emeritus, SIUE, MAMC Institute Director and Facilitator</p> <p>CERTIFICATES Are awarded to participants that have completed all sessions. This includes Third Year attendees.</p>

WATCH FOR MORE INFORMATION ABOUT

MAMC CONFERENCE

JUNE 8-12, 2020
Mission Point
Mackinac Island

MASTER ACADEMY

DECEMBER 1 - 3, 2020
Comfort Inn & Suites Hotel
Mt. Pleasant

FREE EDUCATION DAY

INFORMATION
COMING SOON!



**Cascade Charter Township
Seminar/Conference Attendance Request Form**

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

Conditions:

1. Cascade Charter Township will reimburse employees for approved registration for work related seminars and conferences. Individual seminars and conferences must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
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4. Under extenuating circumstances, the Township Manager may approve an overnight stay or expenditure over \$200 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: Padley Gallagher

Application Date: 11/5/19

Location of Seminar/Conference: Comfort Inn + Suites Conference Center, Mt. Pleasant, MI

Name of Proposed Seminar/Conference: MAMC Clerks Institute

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

Attached

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

This will allow me to stay up to date on current regulations and election law, as well as learning what other jurisdictions do to help us operate more efficiently.

Cost of the Seminar/Conference: (Registration) *650.00*

(Lodging) *\$425* (Travel) *\$ 52.20*

Account #: *101-215-724-000*

Your Signature: *Paddy Gallo*

Approvals:

Department Head: _____ Date: _____

Township Manager: _____ Date: _____

Clerk's Signature: _____ Date: _____

(Showing Township Board approval)

Original to personnel file

1 copy to applicant

1 copy to Accounting



INSTITUTE REGISTRATION

MAMC INSTITUTE March 15 - 20, 2020 or March 22 - 27, 2020
Comfort Inn & Suites Conference Center Mt. Pleasant, Michigan

MAMC INSTITUTE MARCH 15-20, 2020

OR MAMC INSTITUTE MARCH 22-27, 2020

YEAR 1

YEAR 2

YEAR 3

**INSTITUTE REGISTRATION DEADLINE IS FEBRUARY 28, 2020 (WEEK ONE) OR MARCH 6, 2020 (WEEK TWO)
PLEASE SELECT WHICH SESSION AND YEAR APPLIES TO YOUR REGISTRATION.**

NOTE: Note both sessions will offer the same curriculum, and you must sign up for either the first week or the second week. Requests to switch back and forth cannot be accommodated. Participation is mandatory for all sessions, so do not register unless you can commit to attending the entire institute.

First Name Padley Last Name Gallagher
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name Padley Title Deputy Clerk
(For your name tag) (If you are not a Clerk or a Deputy Clerk, the endorsement of your organization's Clerk is required.)

Organization Cascade Township Address 2865 Thomhills Ave SE

City Grand Rapids State MI Postal Code 49546

Email Pgallagher@cascadetwp.com Phone (616) 405-8797
(Confirmation information will be sent via email so please print or type clearly.)

Please list the previous years that you have attended MAMC Institutes: n/a

Please indicate any special needs such as a disability, hearing, visual, diet, etc: n/a

INSTITUTE REGISTRATION FEE - \$650.00 Member or \$700.00 Non Member*

- MAMC accepts credit card payments and online registration. www.michiganclerks.org/Events.aspx
 - Fee includes lunch on Monday, Tuesday, and Thursday and dinner on Sunday and Thursday.
 - Registration deadline is February 28, 2020 (*Week One*) or March 6, 2020 (*Week Two*).
 - Faxing or emailing registration forms before the deadline does not avoid the late fee.
 - A late fee of \$50.00 will be charged for payments postmarked after the deadline.
 - Lodging is separate. A block of rooms are reserved at the Comfort Inn Hotel & Suites at a special rate of \$85.00 per night, plus applicable taxes and assessments. These rates will not apply to reservations made on the internet. Call the Comfort Inn and identify yourself as a "MAMC participant when making reservations. Provide your agency's tax-exempt number to avoid state taxes.
- *MAMC membership forms are available on the website. www.michiganclerks.org/about/membership.aspx**

MAIL THIS FORM TO:

MAMC
 120 North Washington Square
 Suite 110A
 Lansing, MI 48933
 Please include a check payable to MAMC with mail-in registrations.
 Return by February 28, 2020 to avoid the \$100.00 late fee (per SR 17).
 Sorry, no exceptions.

TAX ID 38-3554848

QUESTIONS?

Contact Mary Bender,
 Institute Coordinator
 231-797-5536
 mbender102@aol.com

SCHOLARSHIP INFORMATION

Scholarships are available for those who qualify. For more information, visit www.michiganclerks.org/programs/scholarship.htm

REMINDER

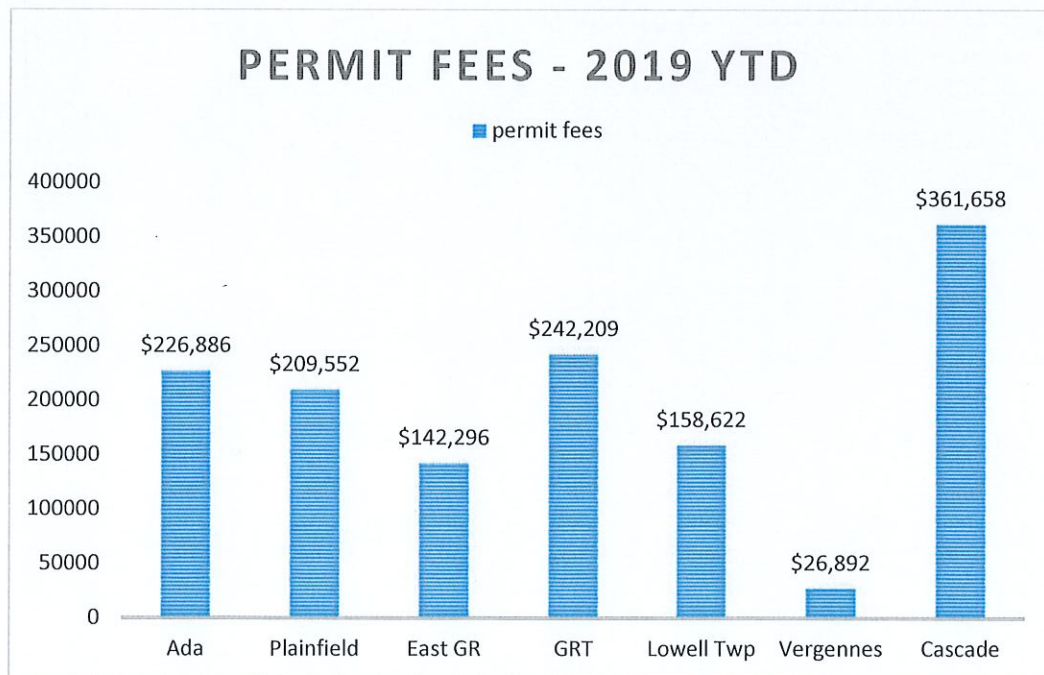
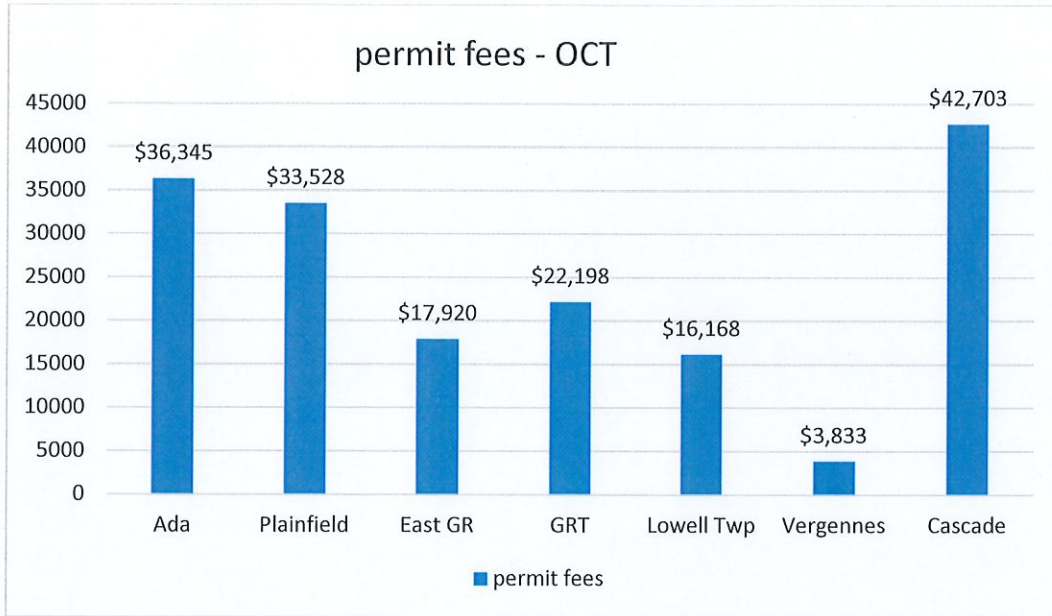
MAMC CANCELLATION POLICY

The cancellation fee is now \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to info@michiganclerks.org or faxed to GCSI at 517-371-1170.

Cancellation requests received after 14 days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

Attendance is required at all sessions in order to receive credit towards IIMC and MAMC certification. Please do not register unless prepared to attend all sessions.

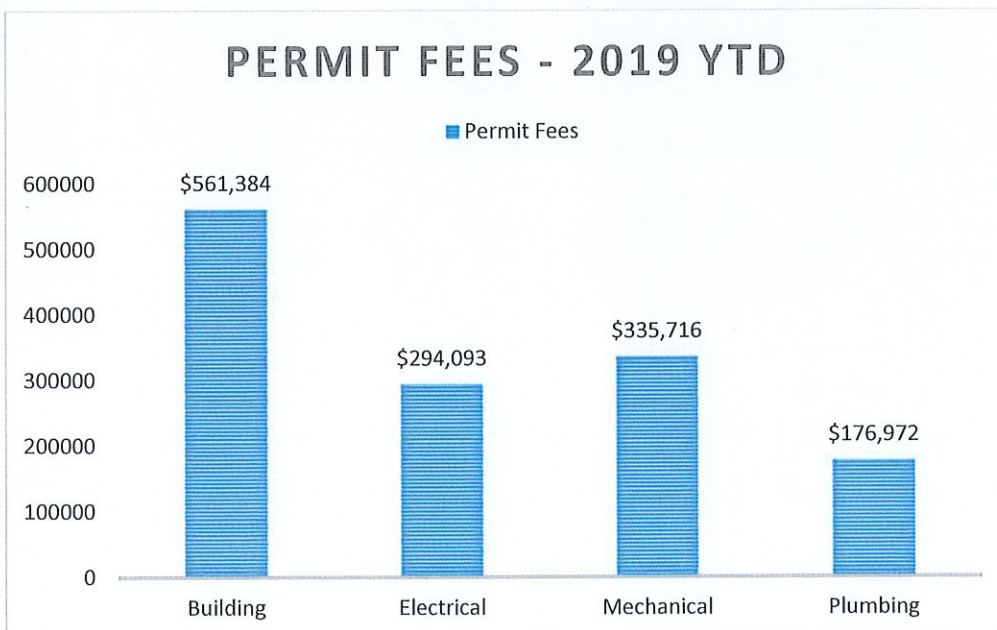
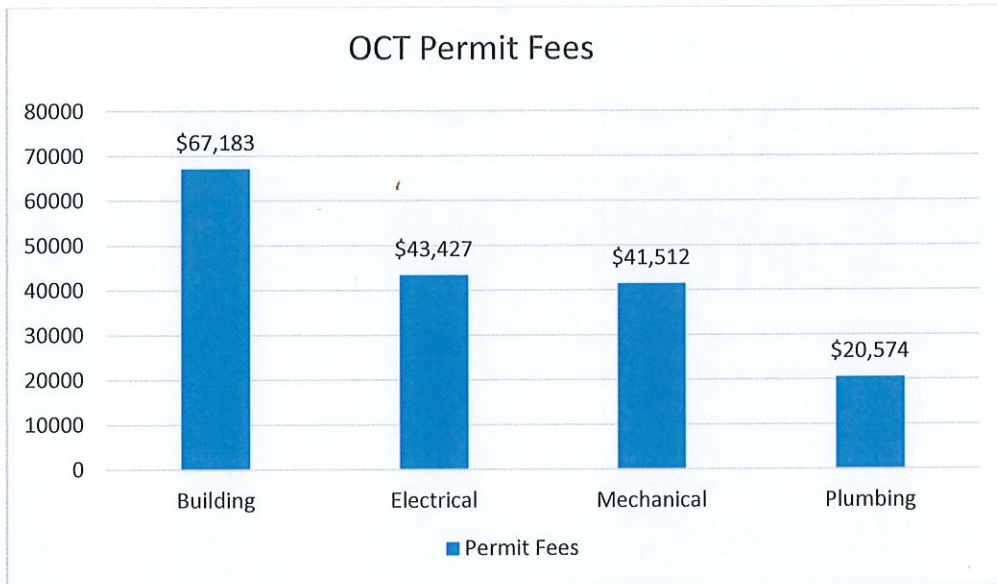
Permit Fees by Municipality



Cascade Inspection Services

OCT 2019

Permit Fees by Type



Township	#of Per Building	#of Per Electrical	# of Per Mechanical	# of Per Plumbing	Total Permits	Total Fees				
PREV YTD TOTAL	1274	\$494,200.50	1616	\$250,666.00	2497	\$294,204.70	1103	\$156,398.00	6490	\$1,195,419.20
OCT										
Cascade	61	\$21,819.00	60	\$8,004.00	74	\$8,969.00	34	\$3,911.00	229	\$42,703.00
Lowell Twp	15	\$6,883.00	24	\$3,769.00	31	\$3,860.00	7	\$1,656.00	77	\$16,168.00
Ada	47	\$20,996.00	45	\$6,476.00	51	\$6,661.25	18	\$2,212.00	161	\$36,345.25
Vergennes			15	\$1,666.00	16	\$1,571.25	3	\$596.00	34	\$3,833.25
GR Twp	30	\$10,216.00	32	\$3,210.00	56	\$6,882.25	20	\$1,890.00	138	\$22,198.25
EGR	49	\$7,269.00	32	\$4,397.00	36	\$4,200.00	17	\$2,054.00	134	\$17,920.00
Plainfield			64	\$15,905.00	81	\$9,367.75	44	\$8,255.00	189	\$33,527.75
									0	\$0.00
MONTH TOTAL	202	\$ 67,183.00	272	\$ 43,427.00	345	\$ 41,511.50	143	\$ 20,574.00	962	\$172,695.50

2019 YTD	1476	\$ 561,383.50	1888	\$294,093.00	2842	\$335,716.20	1246	\$176,972.00	7452	\$1,368,114.70
TOTAL -2018	1705	\$ 920,876.00	2116	\$380,754.00	3585	\$456,603.00	1654	\$238,664.00	9060	\$1,996,897.00
TOTAL-2017	1758	\$ 753,389.00	2210	\$376,979.00	3273	\$412,867.25	1485	\$219,324.00	8726	\$1,762,559.25
TOTAL-2016	1475	\$529,552.24	1992	\$310,463.00	3217	\$383,718.00	1404	\$190,762.00	8088	\$1,414,495.24
TOTAL-2015	1510	\$ 665,025.51	1948	\$327,865.00	3070	\$385,822.30	1361	\$216,089.00	7889	\$1,594,801.81
TOTAL-2014	1354	\$ 615,191.80	1780	\$297,971.00	2860	\$359,989.90	1257	\$196,553.00	7251	\$1,469,705.70
TOTAL-2013	1241	\$644,712.00	1667	\$288,442.06	2583	\$334,045.70	969	\$142,474.00	6460	\$1,409,673.76
TOTAL-2012	1,122	\$511,272.00	1,349	\$188,766.99	2,134	\$247,625.30	835	\$118,335.00	5,440	\$1,065,999.29
TOTAL-2011	949	\$410,550.75	990	\$148,549.50	1585	\$189,180.10	753	\$111,023.00	4277	\$59,303.35
TOTAL-2010	850	\$309,779.00	1330	\$162,994.00	1644	\$188,927.25	625	\$94,790.00	4449	\$756,490.25
TOTAL-2009	712	\$222,039.00	875	\$125,848.00	1313	\$149,101.75	554	\$74,397.00	3463	\$571,382.75
TOTAL-2008	848	\$582,100.75	1043	\$147,674.00	1348	\$164,271.30	697	\$91,695.00	3933	\$51,266.55
TOTAL-2007	1032	\$336,749.55	1069	\$137,857.00	1447	\$151,002.60	778	\$98,270.00	4326	\$723,879.15
TOTAL-2006	1181	\$481,673.30	1547	\$215,121.00	2147	\$243,076.90	1243	\$162,020.00	5173	\$940,523.41
TOTAL-2005	1032	\$419,355.30	1369	\$191,694.00	1874	\$211,234.15	1111	\$144,926.00	5386	\$967,209.45

CASCADE CONSOLIDATED FEES
YEAR 2019

MONTH	Building		Electrical	Mechanical	Plumbing	TOTAL
	Comm.	Residential				
JANUARY	\$2,335.00	\$3,398.00	\$4,084.00	\$5,960.00	\$3,517.00	\$19,294.00
FEBRUARY	\$1,177.00	\$4,855.00	\$9,292.00	\$5,248.00	\$4,621.00	\$25,193.00
MARCH	\$2,700.00	\$6,501.00	\$3,700.00	\$3,770.00	\$2,404.00	\$19,075.00
APRIL	\$12,168.00	\$6,366.00	\$6,616.00	\$7,656.00	\$3,220.00	\$36,026.00
MAY	\$9,292.00	\$7,211.00	\$4,806.00	\$6,870.00	\$2,948.00	\$31,127.00
JUNE	\$50,807.00	\$4,980.00	\$12,307.00	\$6,250.00	\$2,869.00	\$77,213.00
JULY	\$5,022.00	\$6,117.00	\$4,640.00	\$9,678.25	\$5,054.00	\$30,511.25
AUGUST	\$1,836.00	\$14,655.00	\$4,726.00	\$10,160.00	\$4,086.00	\$35,463.00
SEPTEMBER	\$18,299.00	\$12,448.00	\$6,630.00	\$8,555.00	\$4,081.00	\$50,013.00
OCTOBER	\$16,619.00	\$5,200.00	\$8,004.00	\$8,969.00	\$3,911.00	\$42,703.00
NOVEMBER						
DECEMBER						
YEAR END TOTAL	\$120,255.00	\$71,731.00	\$64,805.00	\$73,116.25	\$36,711.00	\$366,618.25
PERMIT # FOR MONTH	16	45	60	74	34	229
PREV PERMIT TOTAL	100	312	331	515	284	1542
PERMIT TOTAL FOR YR	116	357	391	589	318	1771
YEAR TO DATE	2019	\$366,618.25				
YEAR TO DATE	2018	\$467,679.80				
UNDER	\$101,061.55					

CASCADE SINGLE FAMILY HOMES

	OCT	YTD 2019	2018	2017	2016
Number of Permits					
New Residential Homes	1	27	43	57	56
VALUE - RESIDENTIAL	\$ 295,500.00	\$ 13,166,128.00	\$ 28,327,352.00	\$ 32,980,308.00	\$ 24,019,640.00

Cascade Twp -Permit Report by Category/ Fee

10/1/2019 12:00: to 10/31/2019 12:0

Permit	Applicant	Address	Issue Date	Project Value	Permit Fee	Work Description
Res. Single Family						
PB19001416	JTB HOMES LLC	4652 HARBOR VIEW DR SE	10/30/2019	295,500	785.00	RESIDENCE
				295,500	785.00	

1	Permits	Value Total	785.00	785.00	Fee Total
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Memorandum

To: Cascade Charter Township Board
From: Steve Peterson, Community Development Director
Subject: #19-3558/Sarah Hotchkiss Type II Special Use Permit
Meeting date: November 20, 2019

At the Public hearing on November 11, 2019 the Planning Commission recommended approval of the Special Use Permit for Sarah Hotchkiss for a dog day care at 9051 36th St. At that meeting a couple of neighbors did speak and had questions relative to the dog run area and fencing. One Neighbor who was the president of the Bloomington Hills neighborhood indicated that the neighborhood association had no issues with the request.

The Planning Commission did have the applicant indicate that the location of the dog waste composting bin would be located just north of the proposed animal structure as indicated on the site plan. With that information the PC was satisfied and recommended approval with the condition that they meet our lighting regulations if they have any outdoor lighting.

The Planning Commission staff report is attached for your review.

Attachments: Planning Commission staff report.
Site Plan

STAFF REPORT: Case # 19-3558
REPORT DATE: November 5, 2019
PREPARED FOR: Cascade Charter Township Planning Commission
MEETING DATE: November 11, 2019
PREPARED BY: Steve Peterson, Planning Director

APPLICANT:
Sarah Hotchkiss
9051 36th St
Cascade MI 49301

STATUS

OF APPLICANT: Owner.

REQUESTED ACTION: Type II Special Use Permit for Dog Day Care.

EXISTING ZONING OF
SUBJECT PARCEL: ARC

GENERAL LOCATION: North side of 36th St just east of Bloomington Hills

PARCEL SIZE: Approximately 10 Acres

EXISTING LAND USE
ON THE PARCEL: residential

ADJACENT AREA
LAND USES: N – Residential
S – Agricultural
E – Residential
W – Common open space for Bloomington Hills PUD

ZONING ON ADJOINING
PARCELS: N – ARC
S – FP
E – ARC
W – PUD 66

STAFF COMMENTS:

1. The applicant is requesting a Type II Special Use Permit to construct a dog day care and boarding facility.
2. For zoning purposes, we are using the “Kennels, animal hospital and public stable” section of the zoning ordinance, since we don’t have a category of dog day care.
3. This is the same section that we used when we reviewed the Shaggy Pines dog park on Cherry Lane.
4. They also have a home on the property that the owner plans to occupy.
5. The operation will be open seven days a week and will be open from 7am-7pm.
6. They are limiting themselves to no more than 10 dogs. A 10 acres site would allow for as many as 30 dogs.
7. They have indicated on the plan where they are proposing to fence in the run areas to keep them at least 100 feet away from the property line. In addition, the building for housing the animals is also at least 120 feet away from the nearest property line.
8. Animal waste will be done by composting. They describe the compost bins to be in the back but have not indicated where on the site that is.
9. Parking for the site is minimal, with about 7 spaces available. The parking will be paved and since they are not expanding more than 1,000 sq ft of paving the storm water ordinance would not apply. It should also be noted that any future parking on the grass is not allowed.
10. The Township fire dept has reviewed and approved the plan.
11. Any lighting that is installed will need to meet township requirements.

Section 17.06 as well as 17.07 of the zoning ordinance requires the Planning Commission to review several factors before making a recommendation to the Township Board. I have listed those items for your consideration followed by my comments for each.

Factors	Comments
Be designed, constructed, operated and maintained so as to be harmonious and	The site has historically been used for agricultural purposes that are not that

appropriate in appearance with the existing or intended character of the area in which the use is proposed.	different than what is being proposed. We also have other similar uses elsewhere in the same zoning district.
Be adequately served by essential facilities and services such as highways, streets, police and fire protection, drainage, refuse disposal, water and sewer facilities and schools.	No essential services would be required.
Not create excessive additional requirements at public cost for public facilities and services.	This site would not cause excessive additional requirements at the expense of the public.
Not cause traffic congestion, conflict or movement in greater proportion to that normally prevailing for the use in the particular zoning district.	The small use of only 10 dogs for the site would keep traffic to a minimal impact on the area.
Not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of noxious or offensive production of noise, smoke, fumes, glare, vibration, odor or traffic.	This is an accepted use in the residential zone. The others in the township have not been an issue.
Kennels - Two (2) acres plus an additional one-third (1/3) acre for each animal in excess of six (6). Animal hospitals and clinics - three (3) acres. Public or semi-public stables - Ten (10) acres. Such areas may not include area devoted to living quarters or other uses not incidental to the stable.	We are treating this as a kennel. They would be allowed to have as many as 30 dogs
Buildings for the housing of animals, runs or exercise area shall not be located within 100 feet of any property line or street right-of-way.	They are at least 100 feet away from adjoining property on the site plan.
3) Areas for riding trails or riding purposes shall be located on the same premises, provided, however, that the owner may lease adjacent lands for said purpose. Provided further, that access to riding areas shall not necessitate riding or leading of animals upon or across a public road	NA
4) The premises shall include storage adequate for the disposal of manure and refuse, have proper insect control methods, and be suitably fenced.	Applicant has indicated that the disposal of manure will be done by composting but has not indicated where exactly on site this will be.
5) Adequate off-street parking shall be provided on the site.	7 parking spaces will be available.

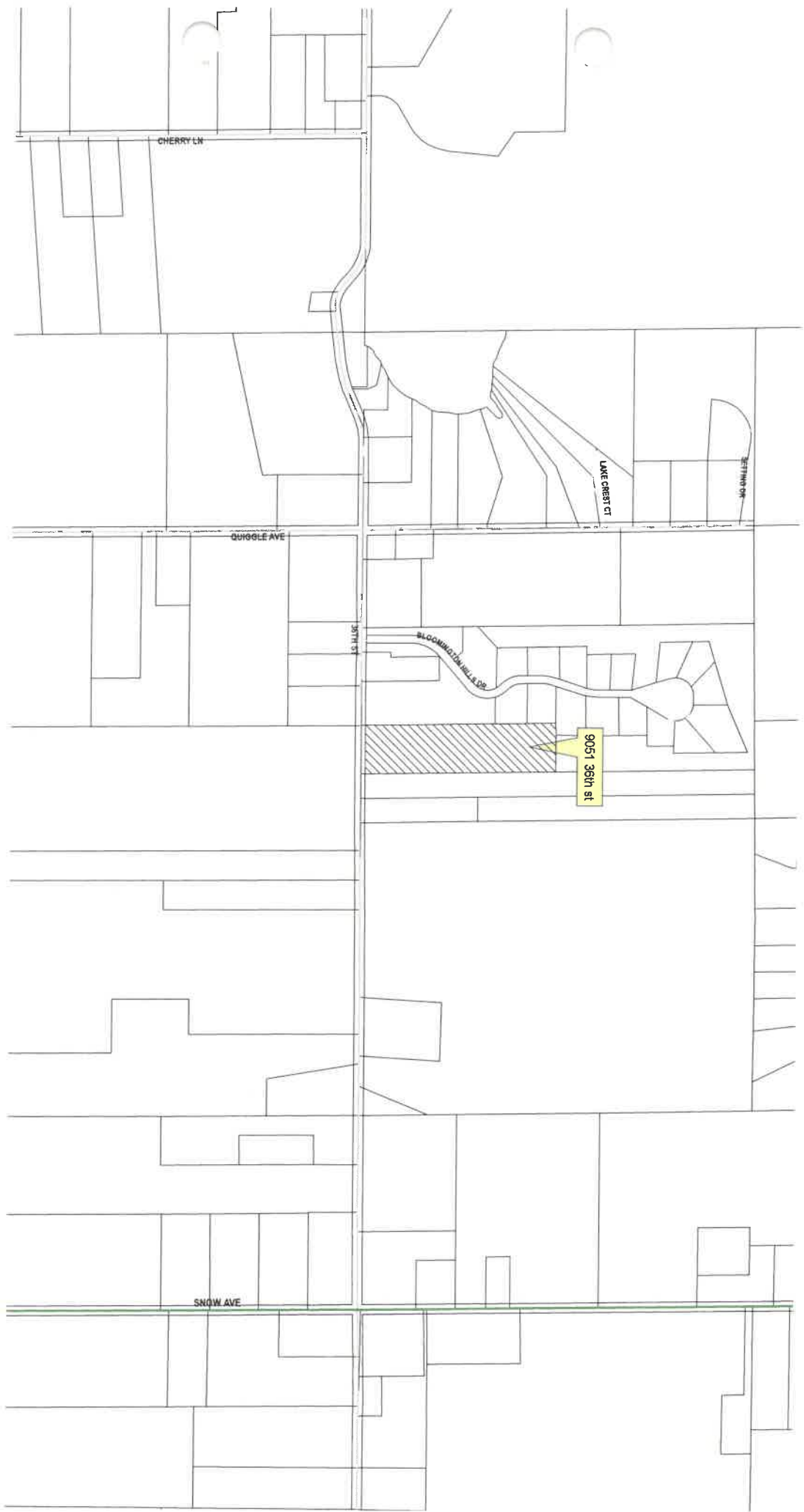
6) Signs shall be subject to the regulations relative to signs for the district in which the use is to be located.	Sings will require a separate permit.

STAFF RECOMMENDATION

Staff recommends that this project is recommended for approval with the following conditions:

- a. Indicate where exactly the composting bins will be located.
- b. Comply with township lighting regs

Attachments: Application
 Site Plan



CHERRY LN

QUIGLEY AVE

SNOW AVE

LAKE CREST CT

BETTINGTON

S. HULL ST

BLOOMINGDALE DR

9051 36th St



CASCADE CHARTER TOWNSHIP

2865 Thornhills SE Grand Rapids, Michigan
49546-7140

PLANNING & ZONING APPLICATION

APPLICANT: Name: Sarah Hotchkiss
Address: 9051 30th St.
City & Zip Code: Ada, MI 49301
Telephone: 616-340-6766
Email Address: shotchkiss@E@gmail.com

OWNER: * (If different from Applicant)

Name: _____
Address: _____
City & Zip Code: _____
Telephone: _____
Email Address: _____

NATURE OF THE REQUEST: (Please check the appropriate box or boxes)

- | | |
|--|--|
| <input type="checkbox"/> Administrative Appeal | <input type="checkbox"/> Administrative Site Plan Review |
| <input type="checkbox"/> Deferred Parking | <input type="checkbox"/> P.U.D. – Rezoning * |
| <input type="checkbox"/> P.U.D. – Site Condominium * | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Site Plan Review * | <input type="checkbox"/> Sign Variance |
| <input checked="" type="checkbox"/> Special Use Permit | <input type="checkbox"/> Subdivision Plat Review * |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Other: _____ * |

*** Requires an initial submission of 5 copies of the completed site plan**

BRIEFLY DESCRIBE YOUR REQUEST:**

Utilize existing property and facilities for a dog daycare and boarding facility.

(**Use Attachments if Necessary)

-SEE OTHER SIDE-

LEGAL DESCRIPTION OF PROPERTY:**

S 1321 FT OF W 1/2 W 1/2 E 1/2 SW 1/4 * SEC 13 T6N R10W 10.01 A.

(**Use Attachments if Necessary)

PERMANENT PARCEL (TAX) NUMBER: 41-19 13-326-001

ADDRESS OF PROPERTY: 9051 36th Street

PRESENT USE OF THE PROPERTY: Residential/Agricultural

NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)

Address(es)

Sarah Hotchkiss

9051 36th St Ada, MI 49301


Myles Rudd

9051 36th St Ada, MI 49301

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the Cascade Charter Township for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative reviews which may occur after the Township has taken action on my (our) request.

I (we) the undersigned also acknowledge that the proposed project does not violate any known property restrictions (i.e. plat restrictions, deed restrictions, covenants, etc.)



Sarah Hotchkiss

Owner - Print or Type Name
(*If different from Applicant)

Applicant - Print or Type Name

* 

MYLES RUDD

Owner's Signature & Date
(*If different from Applicant)

Applicant's Signature & Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS NOTED IN THE PROCESS REVIEW SHEET - THANK YOU

Ada Paws and Play
9051 36th St.
Ada, MI 49301
Open 7am-7pm, staffed 24/7

The proposed Ada Paws and Play sits on 10 acres and will be a dog daycare and boarding facility that will treat your fur babies as you would want them to be treated. This 10-dog capacity facility will focus on one-on-one and group play with very limited time in kennels.

The facility that will be home to Ada Paws and Play was once used as a barn for horses, goats and chickens. Our goal is to retro fit this building, within the current foot print, to have open play space, a small bathing station, an office/intake area and separate dog rooms for each guest.

Dogs will be separated by size and temperament with various fenced in areas to accommodate. There will be inside play areas for large and small dogs. Likewise, there will be outdoor, fenced in play areas for those dogs who just want to relax and those who want to run and play.

This property was once used to care for animals, and we want to continue this tradition. The space will provide a safe place for dogs to get exercise and training with a focus on overall wellbeing. In order achieve this balance, we will keep the integrity of this property that is full of trees and fields.

Operations and Traffic

Ada Paws and Play will be open 7am-7pm seven days a week and there will be staff on site 24/7. With the capacity of only 10 dogs, we do not feel this will impact traffic in the area. There are two dog-focused facilities within two miles of the proposed new Ada Paws and Play. Shaggy Pines Dog Park and Day care, which has a large member base and is rated one of the best dog parks in the nation, and K-9 Academy. The driveway will be paved and there will be five new parking spots in addition to the two that are currently available. Ada Paws and Play will also offer "curbside assistance" where staff will greet the pet owners at the driveway and escort our guests to the day care facility

Disposal of Waste

Disposal of waste will be done through composting. This method is what our local veterinary, Thornwood Veterinary Clinic, also practices for their boarding and day care. This method will allow us to dispose of the waste in an environmentally friendly way, while helping with any sent issues and also providing fertilizer for our property. The composting bins would be in the back and in covered, vented bins so to help with any insect problems. We will also consider professional waste removal services.

Noise

The facility itself will be well insulated and consist of sound absorbing panels in the ceilings. A six-foot privacy fence will be placed on the east and south side of the building to block traffic and neighbor viewing, and thus keep the dogs from getting excited about outdoor, external activities. In addition,

dogs will not have outdoor access during nighttime hours. This will be an owner occupied establishment where sound maintenance will be of the upmost importance.

Ada Paws and Play will be a community asset for our neighbors and their pets. We will have trained, accredited staff that will work closely with customers and their pets to ensure a safe, calming environment where dogs can play and pause for welcomed rest.

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TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

From: Sandra Korhorn, DDA/Economic Development Director SKK

Subject: Consider Resolution of Support for Redevelopment Liquor License

Meeting Date: November 20, 2019

Township staff has been working with Cory DeMint, who is opening The Kitchen of the Electric Cheetah 6450 28 St. The Electric Cheetah is moving into the space formerly occupied by Euro Bistro.

Cory is requesting a redevelopment liquor license through the DDA. The Township has approved three of these licenses to date (The Fowling Warehouse, X-Golf and Dan's Diner). While the township does not issue or approve a liquor license, we can offer our support in the form of a resolution, which is then sent to the Michigan Liquor Control Commission (MLCC) before they make their final decision.

Staff circulated the application to Township department heads for their review and approval. All department heads have signed off on the application.

The applicant is required to obtain a resolution of support from the Township for the license. The following factors will be considered when deciding to support the resolution:

- 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
 - i. **No known liquor violations or felonies.**
- b. A license which, under this chapter, has been revoked for cause.
 - i. **No known revoked licenses.**
- c. Whether all of the members of such copartnership shall qualify to obtain a license.
 - i. **To be determined by the LCC.**
- 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.
 - i. **To be determined by the LCC**

- e. Whether the business is conducted by a manager or agent unless such manager or agent possesses the same qualifications required of the licensee.
 - i. **The applicant will be the owner/manager of the business/license.**
- f. A conviction of any federal or state law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance.
 - i. **No known convictions**
- 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.
 - i. **Premises is leased by the applicant**
- 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. **Not applicable**
- 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.
 - i. **No current violations, See attached signature sheet**
- 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.
 - i. **The primary use is a casual dining restaurant**
- 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.
 - i. **Meets requirements and not anticipated to cause a nuisance.**
- 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.
 - i. **Not applicable**

Based on the factors above, staff recommends approval of the resolution to support the redevelopment liquor license for The Kitchen of Electric Cheetah located at 6450 28th Street SE.



CASCADE
CHARTER
TOWNSHIP

Cascade Charter Township
Application for Liquor License Support Resolution

Cascade Township does not issue liquor licenses. This application is for a resolution of support from the Township, which may be required by the State of Michigan Liquor Control Commission before a liquor license is issued.

APPLICANT INFORMATION

Name: CORY DEMINT DOB: 6/22/76
Street Address: 1530 HAWTHORNE HILLS DR SE
City: ADA State: MI Zip: 49301
Phone: 616-617-6452 Mobile: SAME Email: THEELECTRICCHEETAH@
YAHOO.COM

BUSINESS INFORMATION

Name of Business: THE KITCHEN OF THE ELECTRIC CHEETAH
Street Address: 6450 28TH STREET SE
City: GRAND RAPIDS State: MI Zip: 49546

Business Partners (all individuals with greater than 5% interest in the business):

Name	Address	DOB
<u>NONE</u>		

LICENSE INFORMATION:

Please list the Michigan Liquor License Commission license that is being applied for. If you are applying for transfer of an escrowed license, please list the license number and current owner.

CLASS C -02- REDEVELOPMENT

Business Description: CASUAL DINING RESTAURANT

Have you or any of the business partners been convicted of a felony in any court?

Yes No If yes, explain: _____

Have you or any of the business partners been convicted on any state or federal law concerning the manufacture, possession or sale of alcoholic liquor or a controlled substance: Yes No If yes, explain: _____

Have you ever had a liquor license revoked for cause, or been convicted of a liquor license violation by the Michigan Liquor Control Commission? Yes No
If yes, explain: _____

Is the sale or manufacturing of beer, wine or liquor an accessory use to other permitted uses upon the site? Yes No

If yes, explain: _____

Please attach to this application a building and site plan showing the entire structure and premises and, in particular, the specific area where the license is to be utilized. Where applicable, the plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, screening and noise control measures.

Please initial the following statements:

I (the applicant) have never been convicted of a felony and am not disqualified to receive a license by any matter contained in the Cascade Charter Township Liquor Licenses Ordinance or the laws of the State of Michigan.

I (the applicant) have read and understood the Cascade Charter Township Liquor License ordinance and will not violate any of the laws of the State of Michigan or of the United States or any ordinances of Cascade Charter Township in the conduct of business related to the license being applied for.

Signature: _____

Date: 10/16/19

For Official Use Only

Fire Department Approval

Signature: _____

Date: 10-29-19

Notes: _____

Building Department Approval

Signature: _____

Date: 10.28.19

Notes: _____

Clerk Department Approval

Signature: _____

Date: 10/30/19

Notes: _____

Treasurer Department Approval

Signature: _____

Date: 10/30/19

Notes: _____

Zoning Department Approval

Signature: _____

Date: 10/24/19

Notes: _____

Township Board Approval

Signature: _____

Date: _____

Notes: _____

Resolution Number _____



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Cascade Charter Township council/board
(regular or special) (township, city, village)
called to order by Supervisor Beahan on Nov 20, 2019 at 7:00 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Cory DeMint, The Kitchen of The Electric Cheetah

(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): New Class C license issued under MCL436.1521(a)(b)

(list specific licenses requested)

to be located at: 6450 28th Street SE, Grand Rapids, MI 49546

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Cascade Township
council/board at a Regular meeting held on Nov 20, 2019
(regular or special) (date) (township, city, village)

Susan B. Slater

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

RESOLUTION NO. _____
CHARTER TOWNSHIP OF CASCADE
KENT COUNTY, MICHIGAN

WHEREAS, The Charter Township of Cascade has instituted certain light districts and wishes to warrant the costs to the 2019 Tax Roll;

WHEREAS, The Charter Township of Cascade wishes to warrant to the Tax Roll certain water and sewer special assessments, and delinquent sewer and water usage for 2019;

BE IT THEREFORE RESOLVED, The streetlight roll of \$77,278.05, the sewer and water assessments of \$21,825.56, and the delinquent sewer and water usage of \$3,011.99 be warranted to the 2019 Tax Roll.

The foregoing Resolution was offered by Board Member _____ supported by Board Member _____ and the vote being as follows:

YEAS: _____

NAYS: _____

ABSENT:

Resolution declared adopted on November 20, 2019.

Susan B. Slater, Clerk
Cascade Charter Township

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted at a regular Board meeting of the Cascade Charter Township Board, held on Nov. 20th, 2019.

TOWNSHIP BOARD MEMORANDUM

To: Cascade Charter Township Board

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

Subject: Consider Resolutions for the Removal of two Streetlights in Centennial Business Park

Meeting Date: November 20, 2019

This request is for the removal of two streetlights in Centennial Business Park. The DDA is requesting removal of these lights because new decorative lights are being installed as part of the streetscape project in Centennial Park.

The lights are at the following locations:

1. Intersection of Orchard Vista and Charlevoix Dr.
2. 1st Streetlight South of Foremost Dr. on Orchard Vista Dr.

Included in this packet are two separate resolutions for the removal of the lights, a map showing the location of the lights as well as the Authorization for Change in Standard Lighting Contract. Consumers Energy has authorized this request and sent the paperwork to the Township.

Staff is recommending the removal of the lights due to the installation of DDA decorative streetlights in this area.



**AUTHORIZATION FOR CHANGE IN
STANDARD LIGHTING CONTRACT
(COMPANY-OWNED) FORM 547**

Contract Number: 100000373306

Consumers Energy Company is authorized as of 10/22/2019, by the Township of Cascade, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Cascade, dated 4/1/2012.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1050303856

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 4/1/2012 shall remain in full force and effect.

Township of Cascade

By:

(Signature)

(Printed)

Its

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

Kent County, Michigan
Cascade Charter Township
Resolution # of 2019

Resolved, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Streetlighting Contract between the Company and the Charter Township of Cascade, dated April 1, 2012, in accordance with the Authorization for Change in Standard Lighting Contract dated October 22, 2019, heretofore submitted to and considered by this Board;

Resolved, further, that Susan B. Slater, the Township Clerk is authorized to execute such authorization for change on behalf of the Township.

STATE OF MICHIGAN)
County Kent) ss
Charter Township of Cascade)

I, Susan B. Slater, Clerk of the Charter Township of Cascade, do hereby certify that the foregoing resolution was duly adopted by the Board of said municipality, at the meeting held therein on the 20th day of November, 2019.

Dated: November 20, 2019

Susan B. Slater
Cascade Charter Township Clerk

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	100	HPS	Cobrahead	Non-Cutoff	Remove	intersection of Orchard Vista and Charlevoix



**AUTHORIZATION FOR CHANGE IN
STANDARD LIGHTING CONTRACT
(COMPANY-OWNED) FORM 547**

Contract Number: 103034062978

Consumers Energy Company is authorized as of 10/22/2019, by the Township of Cascade, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Cascade, dated 10/23/2018.

Lighting Type:
General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):
1050303856

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/23/2018 shall remain in full force and effect.

Township of Cascade

By: _____
(Signature)

(Printed)

Its _____
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

Kent County, Michigan
Cascade Charter Township
Resolution # of 2019

Resolved, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Streetlighting Contract between the Company and the Charter Township of Cascade, dated April 1, 2012, in accordance with the Authorization for Change in Standard Lighting Contract dated October 22, 2019, heretofore submitted to and considered by this Board;

Resolved, further, that Susan B. Slater, the Township Clerk is authorized to execute such authorization for change on behalf of the Township.

STATE OF MICHIGAN)
County Kent) ss
Charter Township of Cascade)

I, Susan B. Slater, Clerk of the Charter Township of Cascade, do hereby certify that the foregoing resolution was duly adopted by the Board of said municipality, at the meeting held therein on the 20th day of November, 2019.

Dated: November 20, 2019

Susan B. Slater
Cascade Charter Township Clerk

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	54	LED	Cobrahead	Non-Cutoff	Remove	1ST STLT SOUTH OF FOREMOST ON ORCHARD VISTA DR

