

AGENDA

Cascade Charter Township
Downtown Development Authority Board of Directors
May 21, 2024
5:30 p.m.
Cascade Library Wisner Center
2870 Jacksmith Ave. SE

Public may access the meeting via video conference software Zoom

<https://us02web.zoom.us/j/85632463498>

Meeting ID: 856 3246 3498

By Phone: 1 309 205 3325

- ARTICLE 1.** Call the Meeting to Order
 - Record the Attendance
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the April 16, 2024 Meeting
- ARTICLE 4.** Acknowledge visitors wishing to speak regarding any agenda or non-agenda items (*Comments are limited to five minutes per speaker*)
- ARTICLE 5.** Financial Report
- ARTICLE 6.** Hotel Ordinance Update
- ARTICLE 7.** Bylaw Discussion
- ARTICLE 8.** Topic Timeline
- ARTICLE 9.** Village Stakeholder Meeting Recap- Michelle Kleyla
- ARTICLE 10.** Stone House Update & Financing
- ARTICLE 11.** Staff Updates
- ARTICLE 12.** Any Other Business
 - a. Next Meeting:
- ARTICLE 13.** Adjournment

Minutes

Cascade Charter Township
Downtown Development Authority Board of Directors
April 16, 2024
5:30 p.m.
2870 Jacksmith Ave. SE

- ARTICLE 1.** Chair Kleyla called the meeting to order at 5:30 P.M.
Members Present: Vogel, Carlson, Stephan, Kleyla, Bingham, Makkar
Members Absent: Preston, Lesperance, Growney
Others Present: Township Manager Jade Smith, Planning and Community Development Director Andrea Hendrick, Engineer Aric Thorne, Mgt Office Admin Assistant Jessica Stine, and those listed on the sign-in sheet.
- ARTICLE 2. Approval of the Agenda**
- Motion was made by Member Stephan to approve the current agenda. Supported by Member Vogel. Motion carried 6 to 0.**
- ARTICLE 3. Approval of the Minutes of the March 19, 2024 Meeting**
- Motion was made by Member Carlson to approve the minutes of the April 16, 2024 meeting as written. Supported by Member Stephan. Motion carried 6 to 0.**
- ARTICLE 4. Acknowledge visitors wishing to speak**
- There wasn't anyone who wished to speak at that time.
- ARTICLE 5. Sidewalk Repair Discussion**
- Engineer Thorne presented on the current state of the sidewalks in the DDA. He presented a plan to fix all the current trip hazards and damaged areas. Generally, this would be done on an annual basis but it hadn't been done for multiple years, so the amount of work and total cost was higher than the board would normally expect. A company came out last year and quoted the Township \$26,000 to do half of the work that is now being proposed. There are 28 locations that need replacement. Engineer Thorne recently received three bids and they were all at or below his estimates. Manager Smith said that most municipalities have a cost sharing agreement with the property owners and the Township may move toward that model in the future.
- Member Stephan wondered if the trees the Township is requiring to be planted along the road are the cause of damage to the sidewalk. He also asked if there were large redevelopment or utility construction occurring in the village soon that would tear up the road and sidewalk. Engineer Thorne said that any locations where the road/sidewalk were torn up would require remediation by the developer. He also shared that the tree vs sidewalk problem is inevitable

but the Township can encourage certain species of trees that are most suitable for the environment and are less likely to disturb the sidewalk with their roots.

Member Stephan suggested asking the Township Board to split the cost of the sidewalk repair 50/50. Manager Smith said that he could present the request to the Township Board.

Motion was made by Member Vogel to approve \$44,000 to fix the sidewalks as described in the staff report. Supported by Member Makkar. Motion carried 6 to 0.

ARTICLE 6. VDRC Update

Manager Smith explained what the Village Design Review Committee is and the recent design they evaluated for a business that wants to rebuild. They shared information on new planning and zoning processes the Township is looking to implement and discussed how setting standards can help businesses.

ARTICLE 7. Calendar/Bar Chart Discussion

Manager Smith provided two timelines, one looking back at past events and another looking forward to events or discussions the DDA wants to hold on an annual basis. Members discussed various ways to enhance the design including color coding which part of the village events occur in or creating different calendars for each section and timelines based on goals the DDA is working towards.

Manager Smith shared images of the new 'projects' and 'Village Reimagined' pages of the website that are set to launch soon. He also showed them a mock up of the design for a 'Village Reimagined' sign that will be installed on the property that was previously Tuffy Automotive.

ARTICLE 8. Goals/Priorities Discussion

The members discussed DDA goals, onboarding, and how they can improve these processes in the future.

ARTICLE 8. Staff Updates

- **Friendship Park**-Ahead of schedule and going well.
- **Sheriff Presentation**-Will hopefully occur at the May meeting. Member Vogel requested information regarding trends in crime and initiatives.
- **Hotel Ordinance**-There is a major police presence at the many (16) hotels in Cascade and the board is looking to implement a new ordinance to license them.
- **Lions and Rabbits**-Lions and Rabbits is a group that encourages community development through art. They are interested in integrating public art into the village/DDA area. They are a well-connected

organization that focuses on placemaking. Cascade may collaborate with Ada on an art initiative as both townships are so close together.

- **Village Concept**-OHM has been collecting information and mapping out the Village area. They will be holding a stakeholder meeting in the next week. The Board of Trustees recently held a closed session about the acquisition of the Stone House property on Orange St. The Board's offer was accepted. This property is in the DDA and will be a key village property.
- **Bylaw Discussion**-The draft bylaws are not quite finished. They may be sent out prior to the May DDA meeting
- **Other**-Going forward, the staff update will be in a written format so that members get updates on the ongoing applicable projects/items each meeting.

ARTICLE 8. Any Other Business

Members discussed the State's proposed lodging tax on hotels. Staff are still looking for more input from members on the façade grants; that information will be brought to the next meeting. The Metro Cruise Warmup will be happening in 2024 and there will be pit stops at Thornapple Plaza and Friendship Park. Members suggested targeting local eateries for development in the village district.

ARTICLE 9. Adjournment

Motion was made by Member Vogel to adjourn the meeting. Supported by Member Bingham. Motion carried 6 to 0. The meeting adjourned at 7:09 P.M.

Respectfully submitted,

Rene Growney, Secretary

05/17/2024

DEPARTMENT EXPENSE SUMMARY REPORT FOR CASCADE CHARTER TOWNSHIP
Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance as of 05/31/2024 Norm (Abnorm)	Available Balance 05/31/2024 Norm (Abnorm)
Fund: 248 DDA				
248-000-401-401	TAXES - CASCADE TOWNSHIP	389,115.00	389,112.21	2.79
248-000-401-402	TAXES - G.R.C.C.	203,000.00	0.00	203,000.00
248-000-401-403	TAXES-KENT COUNTY	685,000.00	215,198.33	469,801.67
248-000-401-406	KDL TAXES-DDA	140,115.00	124,744.53	15,370.47
248-000-528-007	ARPA	500,000.00	0.00	500,000.00
248-000-665-000	INTEREST REVENUE	88,500.00	46,092.85	42,407.15
248-000-667-001	RENT-TUFFY	79,000.00	0.00	79,000.00
248-000-675-675	MISCELLANEOUS INCOME	7,000.00	1,861.33	5,138.67
248-000-677-300	DDACONTRIB & DONATION- METRO CRUISE WU	4,000.00	0.00	0.00
Revenues		<u>2,095,730.00</u>	<u>777,009.25</u>	<u>1,314,720.75</u>
Account Category: Expenditures				
248-190-723-000	DDA - MEMBERSHIP AND DUES	2,000.00	575.00	1,425.00
248-190-724-000	DDA - EDUCATION	2,000.00	0.00	2,000.00
248-190-787-000	MISCELLANEOUS	0.00	400.00	(400.00)
248-190-801-000	CONTRACT SERVICES	175,000.00	33,000.00	142,000.00
248-190-821-000	ENGINEERING	75,000.00	58,663.75	16,336.25
248-190-826-265	LEGAL	2,500.00	0.00	2,500.00
248-190-860-000	DDA - MILEAGE	400.00	0.00	400.00
248-190-861-100	TRANSPORTATION SERVICES	60,000.00	37,695.00	22,305.00
248-190-921-000	ELECTRICITY	26,000.00	4,797.44	21,202.56
248-190-922-000	STREETLIGHTS	30,000.00	4,757.55	25,242.45
248-190-924-100	CELL PHONES/DATA	900.00	0.00	900.00
248-190-927-000	WATER-SEWER	8,500.00	0.00	8,500.00
248-190-931-000	MAINT & REPAIR/IMPROVEMENTS	60,000.00	434.00	59,566.00
248-190-931-300	DDA REPAIR & MAINT- METRO CRUISE WU	8,000.00	0.00	6,960.00
248-190-964-100	DDA PROPERTY TAX REFUNDS	25,000.00	0.00	25,000.00
248-190-967-000	SPECIAL PROJECTS-DDA LIGHTING/DECOR	15,000.00	1,754.95	13,245.05
248-190-967-001	SPECIAL PROJECTS-TACTICAL URBANISM	20,000.00	0.00	20,000.00
248-190-967-002	SPECIAL PROJECTS-FLOWERS/PLANTINGS	110,000.00	0.00	99,423.89
248-190-967-003	SPECIAL PROJECTS-PR/MARKETING/PROMOTION	20,000.00	0.00	20,000.00
248-190-967-004	SPECIAL PROJECTS-SPECIAL EVENTS	15,000.00	0.00	15,000.00
248-190-981-000	OFFICE EQUIPMENT	1,000.00	0.00	1,000.00
248-901-970-000	CAPITAL OUTLAY - FFE	230,000.00	0.00	230,000.00
248-901-971-000	LAND ACQUISITION	0.00	0.00	0.00
248-901-974-000	CAPITAL OUTLAY - LANDIMP	1,750,000.00	0.00	1,750,000.00
248-966-955-248	TRANSFER TO GF - FROM DDA	434,564.00	0.00	434,564.00
248-990-992-007	LOAN PRINCIPAL	80,000.00	23.60	79,976.40
248-990-994-001	INTEREST AND FEES	16,900.00	8,426.40	8,473.60
Expenditures		<u>3,167,764.00</u>	<u>150,527.69</u>	<u>3,005,620.20</u>
Fund 248 - DDA:				
TOTAL REVENUES		2,095,730.00	777,009.25	1,314,720.75
TOTAL EXPENDITURES		<u>3,167,764.00</u>	<u>150,527.69</u>	<u>3,005,620.20</u>
NET OF REVENUES & EXPENDITURES:		<u>(1,072,034.00)</u>	626,481.56	<u>(1,690,899.45)</u>
BEG. FUND BALANCE		3,529,943.00		
END FUND BALANCE		2,457,909.00		

If 2024's activity matches the budget, the DDA will have \$2,457,909 in Fund Balance as of 12-31-24.



CASCADE CHARTER TOWNSHIP

5920 Tahoe Drive SE Grand Rapids, Michigan 49546-7140

REQUEST FOR BOARD ACTION

MEETING DATE: May 8, 2024

ITEM: Hotel Licensing Ordinance

PRESENTER: Jade Smith, Township Manager

INDIVIDUAL PRESENT: Michael Homier, Township Attorney

EXECUTIVE SUMMARY:

As discussed at a Board of Trustees work session on April 10, 2024 and at the April 24, 2024 Board of Trustees meeting, certain hotels and motels within Cascade Charter Township have become “hotspots” for emergency service needs, generating a disproportionately high number of emergency service calls. Township taxpayers are subsidizing the disproportionate number of emergency service calls made to these establishments and other Township residents and businesses may be suffering from increased response times and other disadvantages related to this disproportionate use of emergency services by a few businesses.

Between January 1, 2022, and February 27, 2024, the Kent County Sheriff’s Office made 1590 service calls to 13 specific hotels and motels within the Township and incidents at these hotels and motels have led to a far greater number of emergency service calls to the Kent County Sheriff’s Office from the Township. This is also true for the Townships Fire Department.

In recent years a number of serious law enforcement incidents have occurred at these hotels and motels within the Township, including at least one murder and several overdoses from controlled substances.

There are also many online reviews of these hotels and motels that reflect unsafe and unsanitary conditions, lack of adequate staffing, lack of adequate supplies, the presence of bedbugs and roaches, and rooms that do not lock.

In addition to the above concerns, certain hotels and motels in the Township now operate in a manner that is not exclusively or primarily to provide transient accommodations, contrary to the use of those properties as permitted under the Township Zoning Ordinance.

A growing number of communities have adopted ordinances to combat these problems,

including requiring hotels and motels to obtain and maintain permits that require safe operations of those establishments, including the City of Grand Rapids, the City of Southgate, and the City of Battle Creek.

With the information and data attached, the Township finds that regulation and licensing of hotels within the Township is in the best interest of the public health, safety, and welfare of the community.

Since the introduction of the Hotel Licensing Ordinance was approved at the April 24, 2024 meeting and published, the proposed ordinance is now back for the Board of Trustees to consider adoption.

STRATEGIC PLANS/GOALS: Public Health and Safety

BUDGET IMPLICATIONS: None

IMPLEMENTATION PLAN: Upon approval of the ordinance, staff will develop a licensing process, forms and fee based on cost of Township resources to ensure proper role out. The ordinance has been discussed with the Kent County Sheriff's office and an enforcement plan will also be developed that will incorporate introduction and education to obtain ordinance compliance.

DIRECTOR'S RECOMMENDATION: N/A

MANAGER'S RECOMMENDATION: Yes

ACTION REQUESTED: Approve attached Resolution to Adopt Hotel Licensing Ordinance.

ATTACHMENTS:

1. Hotel Resolution
2. Hotel Licensing Ordinance
3. Hotel Data/Information Packet

RESOLUTION NO. _____

RESOLUTION TO ADOPT HOTEL LICENSING ORDINANCE

At a meeting of the Township Board of Cascade Charter Township, Kent County, Michigan, held in the Wisner Center, 2870 Jacksmith Avenue SE, Grand Rapids, Michigan 49546 on the 8th day of May 2024, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____
and seconded by _____.

WHEREAS, pursuant to the Michigan Charter Township Act (“MCTA”), Act 359 of 1947, MCL 42.1, *et seq.*, as amended, the Township has the authority to enact ordinances for the public peace and health and for the safety of persons and property in the Township; and

WHEREAS, certain hotels and motels within Cascade Charter Township have become “hotspots” for emergency service needs, generating a disproportionately high number of emergency service calls funded by the taxpayers of Cascade Charter Township via extra-voted millage; and

WHEREAS, Township taxpayers are subsidizing the disproportionate number of emergency service calls made to these establishments, and other Township residents and businesses suffer from increased response times and other disadvantages related to this disproportionate use of emergency services by a few businesses;

WHEREAS, between January 1, 2022, and February 27, 2024, the Kent County Sheriff’s Office made 1590 service calls to 13 specific hotels and motels within the Township (**Exhibit A**);
and

WHEREAS, incidents at these hotels and motels have led to a far greater number of emergency service calls to the Kent County Sheriff's Office from the Township than the Township's proportion of population and business activity compared to the neighboring townships in that precinct (**Exhibit B**); and

WHEREAS, these hotels and motels generate large numbers of service calls to the Township Fire Department (**Exhibit C**); and

WHEREAS, the United States Department of Justice report observes that "[a] wide variety of problems occur at budget motels," including disturbances, domestic violence, theft, auto theft and theft from autos, public drinking, vandalism, prostitution, drug dealing and drug use, fights, clandestine drug-lab operations, sexual assault, and robbery;¹ and

WHEREAS, in recent years a number of serious law enforcement incidents have occurred at these hotels and motels within the Township, including at least one murder² and several overdoses from controlled substances,³ and sex trafficking; and

WHEREAS, online reviews of these hotels and motels reflect unsafe and unsanitary conditions, lack of adequate staffing, lack of adequate supplies, the presence of bedbugs and roaches, and rooms that do not lock (**Exhibit D**); and

WHEREAS, a growing number of communities have adopted ordinances to combat these problems, including requiring hotels and motels to obtain and maintain permits that require safe

¹ U.S. Department of Justice Office of Community Oriented Policing Services, "Disorder at Budget Motels," January 2005, https://popcenter.asu.edu/sites/default/files/disorder_at_budget_motels.pdf.

² WoodTV 8, "Man Gets Life for 2021 Killing Near Kentwood," Oct. 3, 2022, <https://www.woodtv.com/news/kent-county/man-gets-life-for-2021-killing-near-kentwood/>.

³ MLive, "1 dead, 4 hospitalized after overdosing at Grand Rapids-area hotel," June 21, 2022, <https://www.mlive.com/news/grand-rapids/2022/06/1-dead-4-hospitalized-after-overdosing-at-grand-rapids-area-hotel.html>

operations of those establishments, including the City of Grand Rapids, the City of Southgate, and the City of Battle Creek; and

WHEREAS, in addition to the above concerns, certain hotels and motels in the Township now operate in a manner that is not exclusively or primarily to provide transient accommodations, contrary to the use of those properties as permitted under the Township Zoning Ordinance; and

WHEREAS, the Township has caused to be prepared an Ordinance to regulate and license hotels and motels within the Township; and

WHEREAS, the Ordinance authorizes remedial action to recover costs sustained by Township residents and taxpayers in providing emergency services and enforcing the law.

WHEREAS, the MCTA requires each proposed ordinance to be introduced in written or printed form, identified by a number and short title and, following introduction of the proposed ordinance, requires the Clerk to publish the proposed ordinance as provided in the Act; and

WHEREAS, pursuant to the MCTA, the Township introduced the proposed Ordinance on April 24, 2024; and

WHEREAS, pursuant to the MCTA, the Township Clerk caused to have the proposed Ordinance posted in the Township's Clerk Office and on the Township's website and caused to have published a Notice of Posting in a newspaper of general circulation in the Township within 7 days of the posting; and

WHEREAS, the Township Board has determined that adopting the proposed Ordinance is in the best interests of the public peace and health in the Township and for the safety of persons and property in the Township.

NOW, THEREFORE, the Township Board of Cascade Charter Township, Kent County, Michigan, resolves as follows:

1. The Township hereby adopts Ordinance No. _____, An Ordinance to Regulate the Licensing of Hotels, attached as **Exhibit E**.

2. The Ordinance shall be filed with the Township Clerk.

3. The Township Clerk shall post the Ordinance in the Township Clerk's office and on the Township's website and shall publish a Notice of Posting (**Exhibit F**) in a newspaper of general circulation in the Township within 7 days of the posting.

4. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF KENT)

I, Susan Slater, Township Clerk of the Cascade Charter Township, hereby certify this to be a true and complete copy of Resolution No. _____, duly adopted at a meeting of the Township Board held on the 8th day of May, 2024.

Susan Slater
Township Clerk

CASCADE CHARTER TOWNSHIP
ORDINANCE NO. 24-_____

AN ORDINANCE TO REGULATE THE LICENSING OF HOTELS

THE CHARTER TOWNSHIP OF CASCADE ORDAINS:

Section 1. New Chapter 267. New Chapter 267 is added to the Code of the Charter Township of Cascade, and states as follows:

Section 267-1. Title

This Chapter may be known and referred to as the “Cascade Charter Township Hotel Licensing Ordinance.”

Section 267-2. Purpose & Findings

The purpose of this Chapter is to protect the health, safety, and welfare of Township residents and visitors by requiring and maintaining adequate standards for establishments providing accommodations to transients and guests within the Township. Enacting this Ordinance, the Township Board finds as follows:

- a) Certain hotels and motels within Cascade Charter Township have become “hotspots” for emergency service needs, generating a disproportionately high number of emergency service calls funded by the taxpayers of Cascade Charter Township via extra-voted millage.
- b) Township taxpayers are subsidizing the disproportionate number of emergency service calls made to these establishments, and other Township residents and businesses suffer from increased response times and other disadvantages related to this disproportionate use of emergency services by a few businesses.
- c) Between January 1, 2022, and January 30, 2024, the Kent County Sheriff’s Office made 1590 service calls to 13 specific hotels and motels within the Township.
- d) These hotels and motels generate large numbers of service calls to the Township Fire Department.
- e) In recent years a number of serious law enforcement incidents have occurred at these hotels and motels within the Township, including at least one murder and several overdoses from controlled substances, and sex trafficking.
- f) Online reviews of these hotels and motels reflect unsafe and unsanitary conditions, lack of adequate staffing, lack of adequate supplies, the presence of bedbugs and roaches, and rooms that do not lock.
- g) A growing number of communities have adopted ordinances to combat these problems, including requiring hotels and motels to obtain and maintain permits that require safe operations of those establishments, including the City of Grand Rapids, the City of Southgate, and the City of Battle Creek.
- h) In addition to the above concerns, certain hotels and motels in the Township now operate in a manner that is not exclusively or primarily to provide transient accommodations, contrary to the use of those properties as permitted under the Township Zoning Ordinance.

- i) Cascade Charter Township (“Township”) finds that regulation and licensing of hotels within the Township is in the best interest of the public health, safety, and welfare of the community.
- j) The fines and costs reflected in this Ordinance are remedial and allow the Township to recover costs sustained by Township residents and taxpayers in providing disproportionate emergency services and are related to the cost of enforcing the law.

Section 267-3. Definitions

For the purposes of this Chapter, the following terms are given the following meanings. To the extent that a definition below conflicts with a definition found in the Township Zoning Ordinance or other Township ordinance, the definition below controls for the purposes of this Ordinance.

Accommodation(s). The room or other space provided to transients and other guests for lodging or sleeping, including furnishings and other accessories.

Extended stay hotel. A building or group of buildings containing units (a bedroom, closet, and a bathroom) or rooms, and a full kitchen (sink, refrigerator, and stove), which provide for accommodations for temporary residence by persons for non-transient extended stays or stays longer than thirty days. The purpose of an extended stay hotel is to provide accommodations for persons displaced from their permanent residence by a force majeure, or for persons relocating because of a change of employment (position, location, career, or otherwise). Extended stay hotels are not permanent residences or domiciles and do not include “dwellings” or “dwelling units” as defined by the Zoning Ordinance. “Force majeure” means things like fires and natural disasters that affect specific persons or families; it does not include economic or societal conditions. Extended stay hotels are not residences for homeless individuals or families (like shelters) or for individuals seeking permanent or temporary shelter due to immigration or asylum requests or status.

Hotel and/or motel. A building or group of buildings containing accommodations for transient persons for compensation for periods of thirty consecutive days or less, and permitted under the Township Zoning Ordinance as a hotel or motel.

Licensed establishment. Any premises licensed pursuant to this Chapter.

Township Manager. The Township Manager or the Manager’s designee.

Transient. A person lodging for compensation in any hotel, motel, or extended stay hotel for a period of thirty consecutive days or less.

Section 267-4. License Required

- a) No person, firm, corporation, or other entity may operate a hotel, motel, or extended stay hotel within the Township without first having obtained an annual license for that purpose from the Township Manager. In the first year following the effective date of this Ordinance, applications shall be submitted no later than October 1, 2024. Any annual license, whenever issued, expires December 31 in each year following the date of issuance, unless sooner suspended or revoked pursuant to this Ordinance or for any other reason. Licenses shall only be transferrable to any new owner/operator upon approval of the Township Manager and following inspection to ensure all of the requirements of this Ordinance are fulfilled, including an application with the information of the new owner/operator. Renewals of licenses on an annual basis, with no change in ownership or operator will not

require another application, but shall require a new license, including payment of a license fee and inspections. The Township Manager may impose reasonable conditions upon the issuance of any license, including without limitation the conditions of this Ordinance or other applicable law.

- b) Application for such a license must be made to the Township Manager and shall include the application fee, to be determined from time to time by resolution of the Township Board, which shall be used to offset the cost of inspections, enforcement, and other administrative costs related to this Hotel Licensing Program.
- c) The fee for a license shall be determined from time to time by resolution of the Township Board, which shall be used to offset the cost of inspections, enforcement, and other administrative costs related to this Hotel Licensing Program. No license may be issued pursuant to the provisions of this Article unless the premises to be licensed is in compliance with all applicable federal, state, county, and Township regulations and only after all applicable fees, including but not limited to application and license fees, are fully paid.
- d) The Township Manager may refuse to issue or renew a license for good cause. “Good cause” is defined by Section 267-8.

Section 267-5. Plan of Operation

Applicants must submit a comprehensive, written plan of operation that must be approved by the Township Manager before a license may be issued. Material changes to a plan of operation must also be approved by the Township Manager. Failure to comply with all applicable regulations or material variance from the plan presented may result in nonrenewal of a license or in revocation of the license.

The Township Manager must develop and publish a list of required information and materials for a plan of operation.

Sec. 267-6 Duty to Maintain Guest Register

The proprietor, manager, desk clerk, or any other person in charge of any hotel, motel, or extended stay hotel must maintain a register for not less than 1 year of the following information for any person renting any bed, room or rooms and any person that occupies such rented bed, room, or rooms, at the time of arrival:

- a) Name;
- b) Home address;
- c) Make, year, color, state of registration, and license number of the motor vehicle in which each guest arrived, if the motor vehicle will be kept on the premises during the guest’s stay;
- d) The room, rooms, or space rented or assigned to each guest and the time of arrival of each guest; and
- e) Where two persons occupy the same accommodation and at least one of the persons is a minor, the relationship of said person must be noted on the register.

Sec. 267-7 Unlawful Registration or Occupancy.

- a) No person may knowingly enter into any register required by this Article any false, incorrect, or inaccurate information.
- b) No person may occupy any room, rooms, or space in any hotel, motel, or extended stay hotel unless and until the information provided in Section 267-6 is entered in the required register.

Section 267-8. Violations and Penalties.

In addition to the remedies available to the Township under Article V of the Township Code (“Code Violations and Enforcement”), violations of this Chapter may result in the following remedial action in order to recover costs sustained by Township residents and taxpayers in providing emergency services and enforcing the law:

- 1st offense: \$5,000 fine
- 2nd offense: \$10,000 fine
- 3rd and subsequent offenses: \$20,000 fine

For subsequent offenses or for good cause following any offense, the Township Manager may suspend, revoke, or refuse to renew a license provided pursuant to this Chapter. “Good cause” as used in this Chapter includes the performance or omission of any act, or permitting of any condition to exist, that in the opinion of the Township Manager constitutes:

- a) Fraud or material misrepresentation in the application for license.
- b) Fraud or material misrepresentation in the operation of the licensed business.
- c) Any material violation of this Chapter or its regulations.
- d) Any violation of applicable law that creates a risk to the health, safety, or welfare of persons or to the public, or brings into question whether the licensee is suitable to operate the business.
- e) Conducting the business in an unlawful manner or in a such manner constituting the maintenance of a nuisance upon or in connection with the licensed establishment. For purposes of this Chapter, “nuisance” is given the normal and customary meaning and includes without limitation the following:
 - 1) Existing violations of building, electrical, mechanical, plumbing, zoning, health, fire, or other applicable regulatory codes.
 - 2) A pattern or practice of guest conduct that is in violation of the law and/or interferes with the health, safety, and welfare of nearby properties.
 - 3) Failure to maintain the grounds and exterior of the licensed establishment, including litter, debris, or refuse blowing or being deposited upon adjoining properties.
 - 4) Failure by the licensee to permit the inspection of the licensed establishment by the Township’s agents or employees in connection with the enforcement of this Chapter.

- 5) Failure of the licensee to timely pay personal property taxes; other Township obligations, including the payment of fines and fees as provided by Section 267-9; and real property taxes arising from their use and occupancy of the property. A licensee who does not own the real property is not responsible for the payment of the real property taxes unless the lease requires such payment.

Section 267-9. Delinquent Payment and Fee and Fine Recovery

- a) The fines and fees authorized by this Chapter are due within 30 days after the Township mails a billing statement to the licensee or responsible person or entity.
- b) If the fine or fee is not paid within the 30-day period, it is deemed delinquent and a 10% penalty is added.
- c) If the fine or fee becomes delinquent, the Township may seek a monetary judgment and collection of that judgment, or any other legal or equitable remedy available.

Section 267-10. Hearing and Appeal.

Any person whose initial request for a license is refused or has their license suspended, revoked, or not renewed may file a written request with the Township Manager for a hearing before the Township Board within ten days of service of the refusal, suspension, revocation, or nonrenewal.

Upon receipt of a request for a hearing, the Township Board must hold a public hearing on the matter not less than 10 but not more than 45 days following the filing of the request. Following the hearing, the Township Board must affirm, reverse, or reverse with conditions the action of the Township Manager.

Section 267-11. Rules and Regulations

The following rules, regulations and conditions must be observed by each licensee under this Chapter:

- a) All accommodations must afford easy and unobstructed access to a hall or passageway to the outdoors.
- b) Rooms must be kept clean and free from dirt, vermin, garbage and rubbish.
- c) Clean sheets, pillowcases, and towels must be provided before a guest may occupy a bed previously occupied by another registered guest.
- d) The cooking of food in or upon the premises is prohibited, other than in a kitchenette facility in compliance with applicable codes and regulations, and approved by the proper authorities designated in those codes and regulations. The use of hotplates or similar equipment that can be utilized to heat or cook food is prohibited. A notice to this effect must be conspicuously posted in each accommodation.
- e) The register required by Section 267-6 must be located and accessible near the lobby entrance.
- f) No licensee may knowingly permit any accommodations and/or other location on the premises to be used for an unlawful purpose.

- g) All licensees must permit free access by the Building Official, Fire Chief, Township Manager, or their representatives at all reasonable times.
- h) Except as provided by Chapter 85 of the Township Code, accommodations may not be made available for a period in hourly increments nor may any accommodation be made available more than one time during the eighteen hour period of 12:00 noon to the following morning at 6:00 a.m. The right to occupy any accommodation may not be assigned or transferred. No transient may obtain accommodations at any establishment for more than thirty consecutive days, except as provided in Section 267-12.
- i) Occupancy of a room may not exceed more than two persons for every one bed with a maximum of four per bedroom.
- j) Each room of every establishment must receive daily housekeeping/cleaning and inspection.
- k) Additional security requirements:
 - 1) A video surveillance system (VSS) must be installed within one year of the effective date of this chapter. All VSS must have no less than one camera dedicated to each register or check-out stand, entrance/exit, interior hallway, and lobby, swimming pool area, exercise facility, loading dock, and parking lots or areas designated for customer and/or employee parking use. Recording must be backed up and kept for a minimum of thirty days.
 - 2) At licensed facilities where accommodations are generally accessible from inside an enclosed building or structure (like a hallway or lobby), exterior doors (other than lobby doors) must be secured from the outside between the hours of 9:00 p.m. and 6:00 a.m.
 - 3) All exterior doors to accommodations must be capable of locking or have automatic locks.
 - 4) Any accumulations of snow must be removed from the licensed establishment in a timely manner and such snow removed from parking lots and all other areas of the licensed establishment may not be placed on adjacent public easements, sidewalks, or on or near a fire hydrant.
 - 5) Each occupied accommodation must have a working telephone with access to 911 emergency services.

These Rules and Regulations must be posted in a conspicuous location near the lobby.

Section 267-12. Requirements for extended stay hotels

Longer term occupancy (more than 30 days) of accommodations may be permitted in a licensed extended stay hotel approved for such use under this Ordinance and subject to the limitations of the Township Zoning Ordinance and any applicable permit or approval, subject to the following limitations:

- a) Each unit must be a minimum of 300 square feet in area, exclusive of bathroom, closet, or balcony space.
- b) Minimum of 1,000 square feet for recreational use by guest.

- c) A registration lobby staffed on a twenty-four hour daily basis must be provided.
- d) Stays greater than 120 days at an extended-stay hotel are prohibited except when:
 - a. A written contract or documented agreement exists between an extended-stay hotel and a business, corporation, firm, or government agency.
 - b. Documentation, consistent with HIPPA privacy rules, confirms that a guest is considered family or caring for a patient admitted in a local hospital.
 - c. Where a hotel guest has been relocated from their home by a natural disaster, fire, or other documented displacement.
- e) Occupancy limits must be established for each unit based on available sleeping space and fire safety to be approved by the Fire Chief.
- f) Daily or weekly services for each accommodation of linen change, towel change, soap change, and general clean-up must be provided.
- g) The licensee must provide a report to the Township Manager on a quarterly basis (January 1st, April 1st, July 1st, and October 1st of each calendar year) of the number of accommodations being utilized in excess of thirty consecutive days. The quarterly report must include:
 - a. The correct name and address of every guest renting or occupying an accommodation, including without limitation, non-paying minors and/or dependents.
 - b. The date and time of check-in and date and time of check-out of every guest who has utilized an accommodation in excess of thirty consecutive days.
 - c. A description of the specific accommodation, including the dimensions of the accommodation, the existence of a kitchenette and available appliances, the existence of a bathroom, the number of beds, and a description of any other appliances or facilities available in the specific accommodation.
- h) For the purposes of this Ordinance, an extended stay hotel may not be used as a permanent residence or domicile and does not include “dwellings” and “dwelling units” as defined by the Zoning Ordinance.

Section 267-13. Appropriations and Enforcement

To the extent permissible by law, the Township Board may from time to time by resolution appropriate funds raised for police and fire services, and the Township may contract with relevant agencies, to enforce and implement this Ordinance. If the Township Manager delegates enforcement or implementation of any provision of this Ordinance to a non-Township controlled agency, such delegation is only effective following approval by the Township Board.

Section 2. Severability.

If a court determines that any provision of this Chapter is invalid, the remaining provisions of this Chapter remain in full force and effect.

Section 3. Repealer.

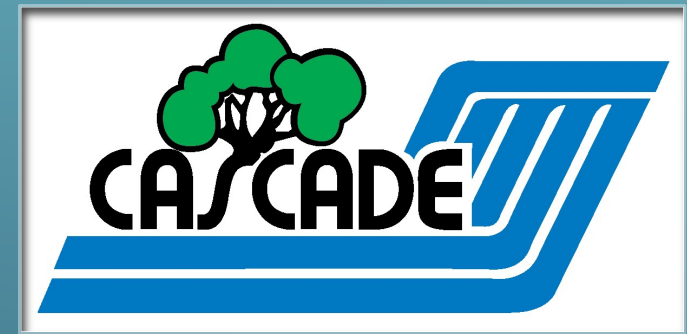
Any ordinances in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

Section 4. Effective Date.

This Ordinance takes effect 30 days after notice of adoption is published.

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INTRODUCTION OF HOTEL LICENSING ORDINANCE



BOARD OF TRUSTEES WORK SESSION HELD ON APRIL 10, 2024 TO DISCUSS THAT CERTAIN HOTELS AND MOTELS WITHIN CASCADE CHARTER TOWNSHIP HAVE BECOME “HOTSPOTS” FOR EMERGENCY SERVICE NEEDS

HOTELS ARE GENERATING A DISPROPORTIONATELY HIGH NUMBER OF EMERGENCY SERVICE CALLS

TOWNSHIP TAXPAYERS ARE SUBSIDIZING THE DISPROPORTIONATE NUMBER OF EMERGENCY SERVICE CALLS MADE TO THESE ESTABLISHMENTS

TOWNSHIP RESIDENTS AND BUSINESSES MAY BE SUFFERING FROM INCREASED RESPONSE TIMES AND OTHER DISADVANTAGES RELATED TO THIS DISPROPORTIONATE USE OF EMERGENCY SERVICES BY A FEW BUSINESSES.

OVERVIEW



STATISTICS

- ▶ Between January 1, 2022, and February 27, 2024, the Kent County Sheriff's Office made 1590 service calls to 13 specific hotels and motels within the Township.
- ▶ Calls to hotels make up 11% of Fire Department calls
- ▶ In recent years serious law enforcement incidents have occurred at these hotels and motels within the Township, including at least one murder and overdoses from controlled substances.
- ▶ Many online reviews of these hotels and motels that reflect unsafe and unsanitary conditions, lack of adequate staffing, lack of adequate supplies, the presence of bedbugs and roaches, and rooms that do not lock.
- ▶ Reviews show possible building maintenance code violations
- ▶ Certain hotels and motels in the Township now operate in a manner that is not exclusively or primarily to provide transient accommodations that is permitted under the Township Zoning Ordinance.
- ▶ Other communities have adopted ordinances to combat these problems, including requiring hotels and motels to obtain and maintain permits that require safe operations of those establishments, including the City of Grand Rapids, the City of Southgate, and the City of Battle Creek.

Hotels in Report**Number of Incidents**

Baymont by Wyndham Grand Rapids Airport	48
Best Western Hospitality Hotel & Suites	192
Candlewood Suites Grand Rapids Airport, an IHG Hotel	157
Clarion Inn & Suites Airport	394
Country Inn & Suites by Radisson, Grand Rapids Airport, MI	73
Drury Inn	0
Econo Lodge & Suites	33
Hampton Inn & Suites Grand Rapids-Airport 28th Street	36
Holiday Inn Express & Suites Grand Rapids - Airport North, an IHG Hotel	49
Red Roof Inn Grand Rapids Airport	354
Rodeway Inn	95
Sheraton Grand Rapids Airport Hotel	40
SpringHill Suites by Marriott Grand Rapids Airport Southeast	54
TownePlace Suites by Marriott Grand Rapids Airport	65
<hr/> Total Incidents	1590

KENT COUNTY SHERIFF'S CALLS FROM 1/2022 – 2/2024

11% OF 2023 CASCADE FIRE DEPARTMENT RUNS WERE TO HOTELS

Incident Date & Time	Incident Series	Incident Type	Excluding	EMS crew	Vehicle
01/01/2023 01:21:00	[600] Good Intent Call	[611] Dispatched & canceled en route	cluding vehicle	EMS crew	icle
01/02/2023 09:56:01	[600] Good Intent Call	[743] Smoke detector activation, no fire - unintentional	cluding vehicle	on, no fire	due to
01/04/2023 10:57:28	[700] False Alarm & False Call	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	ion due	ent
01/04/2023 20:10:04	[300] Rescue & Emergency Medical Service Incident	[311] Medical assist, assist EMS crew	cluding vehicle	hide	on, no
01/07/2023 04:54:24	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	as false call,	MS crew
01/07/2023 09:11:50	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
01/08/2023 14:06:56	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	en route
01/10/2023 19:47:11	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	EMS crew	on, no
01/12/2023 07:23:49	[300] Rescue & Emergency Medical Service Incident	[311] Medical assist, assist EMS crew	cluding vehicle	ment	on, no
01/12/2023 10:33:35	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	MS crew
01/12/2023 16:06:17	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	en route
01/19/2023 22:55:12	[600] Good Intent Call	[311] Medical assist, assist EMS crew	cluding vehicle	hide	icle
01/18/2023 11:41:40	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	en route
01/20/2023 12:41:27	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
01/26/2023 11:05:26	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
01/28/2023 16:51:25	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
01/29/2023 15:07:34	[300] Rescue & Emergency Medical Service Incident	[311] Medical assist, assist EMS crew	cluding vehicle	hide	icle
01/29/2023 21:16:26	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
01/31/2023 22:51:21	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
02/01/2023 16:15:56	[700] False Alarm & False Call	[723] Smoke detector activation due to malfunction	cluding vehicle	hide	icle
02/02/2023 08:44:53	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
02/08/2023 20:53:35	[300] Rescue & Emergency Medical Service Incident	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
02/10/2023 04:43:42	[400] Hazardous Condition (No Fire)	[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle
02/10/2023 09:37:22	[300] Rescue & Emergency Medical Service Incident	[311] Medical assist, assist EMS crew	cluding vehicle	hide	icle
		[424] Carbon monoxide incident	cluding vehicle	hide	icle
		[321] EMS call, excluding vehicle accident with injury	cluding vehicle	hide	icle

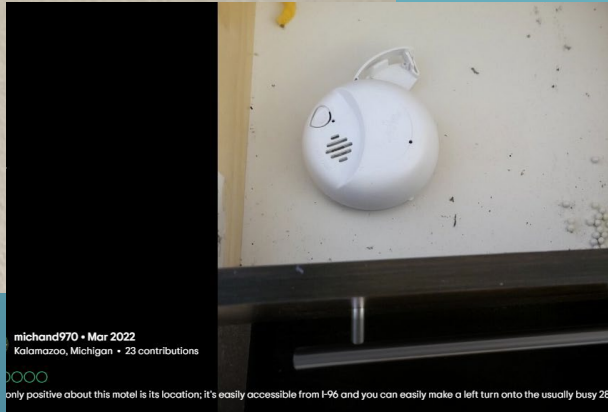
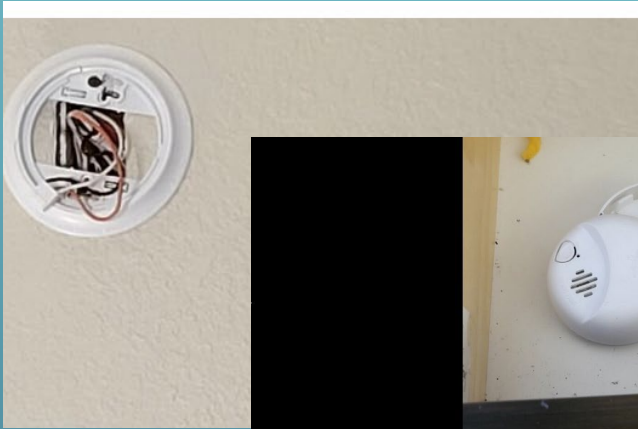
plans to share and or direct traffic in the following manner:

- The murder in 2021 that essentially shut down access to our parking lot as police investigated the fleeing suspect who was at the Red Roof Inn – <https://www.mlive.com/news/grand-rapids/2021/01/man-charged-in-shooting-death-outside-clarion-inn-in-cascade-township.html>
- We have a primarily female staff in their late teens and early 20's and the presence of KCSD vehicles and the following headlines have created significant concerns with our team <https://www.woodtv.com/news/kent-county/deputies-8-arrested-in-undercover-human-trafficking-operation/>
- We have found bloody sheets in our dumpster from the Red Roof Inn. There was so much blood on the sheets the KCSD deputy and myself had to check to make sure there wasn't anything with the sheets in our dumpster that required emergency attention. The whole back area of our bakery was shut down so a CSI group could recover the sheets
- We have had an individual pass out in our dumpster
- We have had an individual who was fleeing police hide in our garbage area
- We have had to call the KCSD over the past 7 years about 15+ times for various disturbances
- We have had an attempted break-in with bricks from the Red Roof Inn parking lot that resulted in \$2.5k+ in window damage.
- There have been countless times that 3-6 KCSD patrol cars and an ambulance which is 1) Concerning 2) detractor for welcoming customers to our establishment (the police heat map substantiates this observation that I'm not exaggerating)

I will let our company
administration know. We have
our own non armed security
that polices our lot now after
all of the chaos since moving

LOCAL BUSINESS COMMENTS

REVIEWS



michand970 • Mar 2022
Kalamazoo, Michigan • 23 contributions

3/5
only positive about this motel is its location; it's easily accessible from I-96 and you can easily make a left turn onto the usually busy 26


K Kenneth Wyant
9 months ago on Google 1/5

Vacation | Solo

Filthy rooms with beg bugs. Bites all over my ankles. Neighboring guests making noise all night. Shortly before checking out, I noticed one of the owners harassing what appeared to be a homeless person because he was seen picking a can out of a trash bin. There appears to be a lot of people living here.

Rooms 1.0 Service 1.0 Location 1.0 ...

kimfht52 wrote a review Mar 2023
Gaylord, Michigan • 134 contributions • 48 helpful votes



1/5
Terrible

Stayed here 3 years ago, had a good stay, so rebooked. place is now rundown, musty smell. strong odor of pot and cigarettes in hallway. Carpet in room filthy, gum stuck in carpet. I splattered on my shirt. Sad they let it

Booboo M wrote a review Sep 2021
Laingsburg, Michigan • 1 contribution

1/5
Very poor quality

Smelled horribly like mildew. There was little security with all the entry doors constantly propped open. An SUV with people and children was parked near the back doors ALL day smoking weed and meeting with others (obviously performing illegal activities) until late at night all three nights we were there. The internet would not connect to our phones about 50% of the time, the

cabecker80 wrote a review Jul 2021
1 contribution

1/5
drug addicts living in hotels

Individual asked if he could buy drugs off me... smells like cigarette smoke terrible in the hotel hallways... individuals propping the back doors for anyone to walk in. Individual knocked at our door one day, he was on some sort of drug you could tell. He was trying to find his friend he told us... my guess was he was trying to find his drug dealer... called for towels the first night and they told us they were all out of towels... we had to wait till the next afternoon to get any... also there was blood on my pillow..

Read less ▲

REVIEWS



Kaylee Hooper

6 months ago on Google

1/5

The hallway going towards the room on the second floor smells like a sewer backup, and once you opened the door to the room it was even worse. We left for a different hotel. And even worse, they left one poor guy alone to run the entire place on a Saturday night. His manager wouldn't pick up the phone either. He was taking calls, handling pool issues, and anything else that came up. We felt really bad for him.

Update 8/22/23: Adding more information since this hotel's management thinks we (and you) should pay for a hotel room we couldn't sleep in. Some of the exit signs are broken and falling off the ceiling, and the window was screwed shut with caulk on the sides. OSHA violation much? Wouldn't want to be here if a fire happened.

Rooms 1.0 **Service** 1.0 **Location** 3.0

Rooms It smells like a sewer backup. Absolutely disgusting.

Safety There are broken fire exit signs, windows screwed shut. A definite health and safety hazard.

...



What did you like most?

Nothing! It was horrendous!



Was there anything you didn't like?

Everything! The rooms were filthy, there were literally drug deals happening while we were there. I walked to the office (no amenities in the rooms, whatsoever!), for morning coffee. While walking back a man walked out of his room and began urinating on the ground, not even trying to cover himself. The room reeked of cigarette smoke, the tub had a dirt ring on the inside and the outside was so dirty! In addition, booking.com, didn't offer any compensation and advised that we would have to eat the price increase for the new motel. It should be rented by the 1/2 hour, if you know what I mean!

[Read Less](#)

Verified Guest



What did you like most?

Hookers, drugs, immigrants, smelly lobby, unable to get Xtra pillow. Had to change rooms due to no TV. No coffee pot as stated. Unsafe



Was there anything you didn't like?

Everything

Verified Guest

WHAT TO DO ABOUT IT?

- ▶ Staff and legal counsel discussed and reviewed all the information that was just presented and discussed a few options for consideration.
 - ▶ It was determined that a Hotel Licensing Ordinance is the best course of action

PROPOSED ORDINANCE

- ▶ Ordinance for consideration addresses the following:
 - ▶ Purpose & Findings
 - ▶ License Requirement
 - ▶ License Rules and Regulations
 - ▶ Hotel Standards/Requirements
 - ▶ Operating Plan
 - ▶ Maintain Guest Registry
 - ▶ Occupancy
 - ▶ Violations and Penalties
 - ▶ Enforcement
 - ▶ Appeal Process

NEXT STEPS

- ▶ Introduction of Ordinance (4/24/2024)
- ▶ Adoption of Ordinance and Publication (5/22/2024)
- ▶ Develop Operating Policy and Procedure
 - ▶ Work with internal staff and KCSO
 - ▶ Create various forms
 - ▶ Informational
 - ▶ Registration
 - ▶ License
 - ▶ Inspection
 - ▶ Others as needed
- ▶ Inform, Educate Hotels and Obtain Registration for Licensing
 - ▶ Will work with internal staff and KCSO

**BYLAWS
TOWNSHIP OF CASCADE DOWNTOWN DEVELOPMENT AUTHORITY**

**ARTICLE I
Name**

The name of this authority is the Township of Cascade Downtown Development Authority.

**ARTICLE II
Offices**

Section 1. Registered Office. The registered office of the Authority shall be the Office of the Clerk, Township of Cascade (the "Township"), 5920 Tahoe Drive, S.E., Grand Rapids, Michigan 49546.

Section 2. Principal Office. The Authority shall have its principal office at the location of the registered office and may also maintain offices at such other place or places as the Board of Trustees (the "Board") may from time to time designate.

**ARTICLE III
Purpose and Powers**

Section 1. Purpose and Power. The Authority was established by the Township to operate to prevent property value deterioration, eliminate the causes of that deterioration, increase property tax valuation in the Township's business district and the Authority's development area, and promote economic growth in accordance with the authorization of Act 197 of the Public Acts of Michigan of 1975, as amended ("Act 197").

Section 2. Powers. The Authority shall exercise the powers set forth in Act 197 and the ordinance establishing the Authority adopted by the Township Board on November 10, 2008 (the "Ordinance").

**ARTICLE IV
Board**

Section 1. General. The Authority shall be under the supervision and control of the Board which shall be appointed and serve in the manner set forth in Act 197 and the Ordinance.

Section 2. Conflict of Interest. A member of the Board who has a direct interest in any matter before the Authority shall disclose his interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Members shall be subject to the provisions of Act 317 of the Public Acts of Michigan of 1968, as amended.

**ARTICLE V
Officers**

Section 1. Officers. The officers of the Authority shall consist of a Chair, Vice Chair, and Secretary, and, if desired, such other officers as may from time to time be determined by the Board, each of whom shall be a member of the Board, and shall be elected by the Board. Two or more offices may be held by the same person but an officer shall not execute, acknowledge or verify an instrument in more than one capacity if the instrument is required to be executed, acknowledged or verified by two or more officers.

Section 2. Election and Term of Office. The officers of the Authority shall be elected annually by the

Board at the first meeting of the fiscal year. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as is convenient. Each officer so elected shall hold office for the term for which he or she is elected and until his or her successor is elected and qualified or until his or her resignation or removal.

Section 3. Removal. Any officer elected by the Board may be removed by the Board with or without cause whenever in its judgment the best interests of the Authority would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired portion of the term of such office.

Section 5. Chair. The Chair shall be the chief executive officer of the Authority, but he or she may from time-to-time delegate all or any part of his or her duties to the Vice Chair. He or she shall preside at all meetings of the Board; see that all orders and resolutions of the Board are carried into effect; execute all bonds, mortgages, contracts, conveyances and other instruments entered into pursuant to the exercise of the powers of the Authority as set forth in Act 197 of the Ordinance with the approval and authority of the Board; be ex officio a member of all standing committees, if any, of the Authority; and have and exercise such other authority as specifically granted to him or her from time to time by a resolution of the Board.

Section 6. Vice Chair. The Vice Chair shall perform such duties as are delegated to him or her by the Chair, and he or she shall, in the absence or in the event of the disability of the Chair, perform the duties and exercise the powers of the Chair, and shall perform such other duties as the Board shall prescribe by resolutions.

Section 7. Secretary. The Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary shall keep in safe custody the seal of the Authority, and when authorized by the Board, affix the same to any instrument requiring it, and when so affixed it shall be attested by his or her signature or by the signature of the Treasurer or an Assistant Secretary. The Secretary shall be sworn to the faithful discharge of his or her duties. Assistant Secretaries or a Recording Secretary (collectively, an "Assistant Secretary") may be appointed from time to time by the Chairperson with the consent of the Board. Assistant Secretaries shall perform in order of their seniority the duties and exercise the power of the Secretary in the absence or in the event of the disability of the Secretary, and shall perform such other duties as the Board shall prescribe. An Assistant Secretary shall not be required to be a member of the Board.

Section 8. Treasurer. The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Authority and shall deposit all moneys and other valuable effects in the name and to the credit of the Authority in such depositories as may be designated by the Board. The Treasurer shall disburse the funds of the Authority as may be ordered by the Board, and together with the Chair, shall approve all vouchers for the expenditure of funds by the Authority, and shall render to the Chair and members of the Board, at the regular meetings of the Board, or whenever they may require an account, of all his or her transactions as Treasurer and of the financial condition of the Authority. The Treasurer shall give the Authority a bond if required by the Board in a sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of his or her office. The Treasurer shall perform such other duties as may be prescribed by the Board. An Assistant Treasurer may be appointed from time to time by the Chairperson of the Board with the consent of the Board. The Assistant Treasurer, if one is appointed by the Board, shall perform the duties and exercise the power of the Treasurer in the absence or in the event of the disability of the Treasurer. The Assistant Treasurer may be a member of the Board.

Section 9. Delegation of Duties of Officers. In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any member of the Board, provided a majority of the Board then in office concurs therein.

ARTICLE VI Meetings

Section 1. Meetings. Meetings of the Board may be called by or at the request of the Chair or any two members of the Board. The meetings of the Board shall be subject to the Michigan Open Meetings Act.

Section 2. Notice. Notice of any meeting of the Board shall be given at least four (4) days prior thereto by written notice, delivered personally, electronically (by email or facsimile), or mailed to each member of the Board at his or her business address. Mailed notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any member of the Board may waive notice of any meeting either before or after the meeting. The presence of a member of the Board at any meeting shall constitute a waiver of notice of such meeting, except where a member of the Board attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless required by the Michigan Open Meetings Act.

Section 3. Quorum. A majority of the members of the Board then in office constitutes a quorum for the transaction of business at any meeting of the Board, provided, that if less than a majority of the members are present at a meeting, a majority of the members present may adjourn the meeting from time to time without further notice. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by law, the Ordinance or these Bylaws.

Section 4. Committees. The Board may, by resolution adopted by a majority of the members then in office, establish one or more committees, each committee to consist of one or more of the members of the Board. The Chair with the advice and consent of a majority of a quorum at any meeting, shall appoint the members of each committee so established. Each member appointed to a committee shall serve until replaced by action of the Chair with the advice and consent of a majority of a quorum of the Board.

ARTICLE VII Contracts, Loans, Checks and Deposits

Section 1. Contracts. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific, instances.

Section 2. Loans. No loan shall be contracted on behalf of the Authority and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board.

Section 3. Checks, Drafts, etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board.

Section 4. Deposits. All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the Board may select.

Section 5. Execution of Bonds and Notes; Use of Facsimile Signatures. Bonds or notes issued by the Authority shall be executed in the name and on behalf of the Authority by such officer or officers of the Authority as may be designated for such purpose in the resolution authorizing the issuance of such bonds or notes. If authorized by such resolution, any officer designated therein (or all such officers) may execute such bonds or notes or cause them to be executed, with a facsimile signature in lieu of his or her manual signature, and may cause a facsimile of the corporate seal of the Authority to be imprinted thereon; provided that at least one signature required or permitted to be placed on such bonds or notes (which may include for this purpose, if authorized by such resolution, the signature of an authorized officer of any bank or trust company acting as bond registrar or trustee under an indenture of trust [or similar instrument] securing such bonds or notes which provides for the authentication of such bonds or notes by means of a certificate of the trustee appearing thereon) shall be manually subscribed. Any such facsimile signature and/or seal shall have the same force and effect as if the signature of such officer or officers of the Authority had been manually subscribed thereto and the corporate seal of the Authority had been impressed thereon.

ARTICLE VIII Indemnification

Section 1. Indemnification, Judgment, Settlement, Etc. The Authority shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative by reason of the fact that he or she is or was a member of the Board or officer of the Authority, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Authority and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Authority and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 2. Reimbursement. To the extent that a member of the Board or officer of the Authority has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 of this Article or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him in connection therewith.

Section 3. Advancement of Expenses. Expenses incurred in defending a civil or criminal action, suit or proceeding described in Section 1 of this Article may be paid by the Authority in advance of the final disposition of such action, suit or proceeding as authorized in the manner provided in Section 2 upon receipt of an undertaking by or on behalf of the trustee or officer to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Authority.

Section 4. Insurance. The Board may, in the exercise of its discretion, from time to time authorize by resolutions duly adopted, purchase and maintain insurance on behalf of any person who is or was a member of the Board or officer of the Authority, against any liability asserted against him or her and

incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Authority would have power to indemnify him or her against such liability under Section 1 of this Article.

**ARTICLE IX
Miscellaneous**

Section 1. Seal. The Board may provide a corporate seal which, if authorized, shall have inscribed thereon the name of the Authority.

**ARTICLE X
Amendments**

These Bylaws may be altered or amended or repealed by the affirmative vote of a majority of the members of the Board then in office at any regular or special meeting called for that purpose, subject to approval by the Township Board.

I HEREBY CERTIFY that the above Bylaws were approved by the Board of the Township of Cascade Downtown Development Authority at a regular meeting held on **MONTH DAY**, 2024.

Township of Cascade
Downtown Development Authority

I HEREBY CERTIFY that the above Bylaws were approved by the Cascade Township Board in regular session held on **MONTH DAY**, 2024.

NAME
Township Clerk

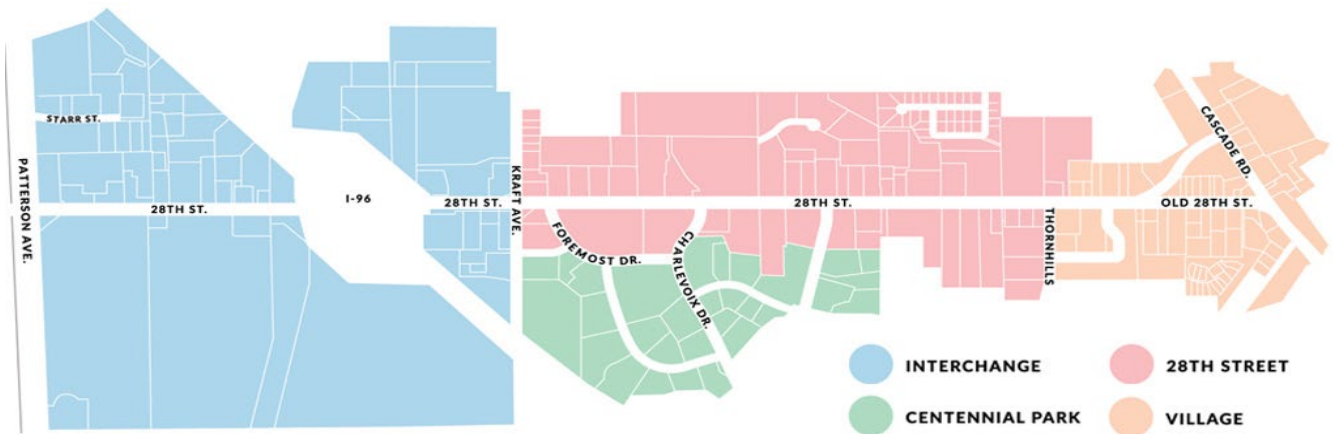
DDA Quarterly Timeline

Q1 (Jan-Mar)	Village	Centennial Park	28th St Corridor	Interchange
Election of Officers (Vote)				
Goals/Projects (Discuss)				
Flower Pots (Evaluate Winter Flowerpots, Discuss, Potential RFP, Vote)				
Winter Holiday Decorations (Evaluate)				
Median Plantings (Discuss)				
Annual Report (Presentation)				
Concrete Replacement (Discuss, Vote)				

Q2 (April-June)	Village	Centennial Park	28th St Corridor	Interchange
Median Plantings (Execute)				
Informational Meeting (Present)				
Metro Cruise Warmup (Discuss)				
Heritage Festival (Discuss)				
Goals/Projects (Evaluate Progress)				

Q3 (July-Sept)	Village	Centennial Park	28th St Corridor	Interchange
Heritage Festival (Discuss, Execute)				
Christmas Tree Lighting (Discuss)				
Metro Cruise (Execute, Evaluate)				
Budget (Discuss)				
Winter Holiday Decorations (Discuss)				
Flower Pots (Evaluate Summer Flowerpots)				

Q4 (Oct-Dec)	Village	Centennial Park	28th St Corridor	Interchange
Goals/Projects (Evaluate)				
Flower Pots (Evaluate Fall)				
Informational Meeting (Present)				
Winter Holiday Decorations (Potential RFP, Vote, Execute)				
Budget (Discuss, Vote)				
Christmas Tree Lighting (Execute, Evaluate)				



*Some boundaries have changed with the new Master Plan and an updated map is in progress.

TOWNSHIP STAFF UPDATE

DDA Meeting

May 21, 2024

VILLAGE REIMAGINED

- Sign to be delivered on 5/21
- Installed at the Tuffy site by 5/24
- Website will be live on 5/24 – www.cascadetwp.com/village



CASCADE VILLAGE *Reimagined*

Visit www.Cascadetwp.com/Village or scan the QR code to learn about the future of Cascade Village!

Cascade Township
DDA

SIDEWALK PROJECT

- The contractor started removals on 5/6.
- Scheduled to finish removals 5/20 and set forms.
- Concrete scheduled to be on-site 5/21. They expect to pour and finish all repair locations in one day.
- Restoration, including replacing topsoil and seed, scheduled to start Wednesday, 5/22.
- The plan is that they will finish, clean up, and be off-site by the end of this week, before the holiday.

FRIENDSHIP PARK

- Is continuing to move forward and ahead of schedule and on budget.
- Plantings started going in last week and will continue for the next couple of weeks.
- Art/play structures from the Memorial Park have been transferred and installed.
- Sod is slated to be installed in the next three weeks.
- Grand Opening will be on Saturday, June 29th @ 11:00

PEDESTRIAN BRIDGE

- Meeting was held with Kent County Road Commission
- Bids open 5/21.
- Estimated completion date is before school is back in session, around August 22nd.
- Construction must be completed within 90 calendar days after work starts. The work can start no earlier than 10 calendar days after award or when the Township dictates.



- Work must be continuous and the substantially complete date (fully open to all traffic) is November 15.

INDEPENDENCE DAY

- Parade will start at 9:00 with activities at Friendship Park and surrounding areas following.
- Registration for the parade at <https://www.cascadewp.com/community/community-events>

METRO CRUISE

- The Metro Cruise and is applied to host the 14th Annual Metro Cruise Warm Up event in Cascade Village.
- On August 22, 2024, from 4:00pm – 8:00pm at 6797 Cascade Road, also known as Thornapple Center, in front of Fowling Warehouse. The event is expected to bring in up to 300 people.
- On Saturday, August 24, 2024, Brandon Simmons will be hosting a Metro Cruise Pit Stop event during the Metro Cruise weekend. The event will have the same layout except there will be no stage for live music. The timeframe for Saturday's event is 12:00pm – 7:00pm.