

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE Regular MEETING**

October 9, 2017

Present: DeWard, Burnside, Fryling, VanderStel, Osterink, Haagsma

Absent with notice: Lemke

Dutton Fire Chief Sheely and Planner Sisson were present

Opening prayer was given by Trustee Fryling and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:00 p.m. by Supervisor DeWard
2. Motion by Burnside and supported by Haagsma to approve the agenda as presented

Ayes: All

3. Question of conflict of interest: a water and sewer matter on the agenda involves Trustee Fryling and at that point he will be excused from the meeting.

4. Public Hearing for proposed changes to the Gaines Township Burning Ordinance

Planner Sisson updated the Board on the changes that were made to the draft between the previous reading and the recommended document.

Motion by Haagsma and supported by VanderStel to open the public hearing for the amended Burn Ordinance at 7:07 p.m.

Ayes: Fryling, VanderStel, Osterink, DeWard, Burnside, Haagsma

- No one was in the audience to address the ordinance and no written comments had been received.

Motion by Burnside and supported by Haagsma to close the public hearing at 7:08 p.m.

Ayes: VanderStel, Osterink, DeWard, Burnside, Haagsma, Fryling

5. Shirley Bruursema, Gaines Historical Society gave an update on the Harvest Festival to be held October 14 and encouraged the Township Trustees to attend

6. Paul Sheely, Dutton Fire Chief introduced a new paid on call fireman, Zac Rankin

He then presented two awards to personnel in the Dutton Fire Department: The first to Brett Holmes who received the administrative commendation award and the second to Brian Koster who received an award for Life Saving Commendation.

7. Motion by VanderStel and supported by Fryling to approve the consent agenda including payment of the bills for September 7, 2017 thru October 3, 2017 in the amount of \$274,910.17.

Ayes: All

8. **Planning Department**

A. **Preservation Lakes II Preliminary Approval**

Planner Sisson explained the request for approval for phase II of Preservation Lakes and stated that the Planning Commission recommended tentative preliminary approval with conditions and instructions.

Motion by Haagsma and supported by Burnside to approve the recommendation of the Planning Commission and grant tentative preliminary plat approval for Preservation Lakes II with the conditions and instructions stated in the memo to the Board:

1. **Housing Model Variety:** That the developer continue to utilize the same variety of house models as is occurring in Phase I.
2. **Landscaping and berms:** Prior to final plat approval a final landscape plan for the area north and south along Eastern Avenue entrance should be submitted for review and approval by Township staff.
3. **Street trees:** The requirements for street trees will be enforced when individual homes are constructed and in accordance with the following:
 - Street trees must be installed by the developer at a minimum of one (1) canopy tree per front yard for each lot in this phase of the development.
 - Street trees must be a minimum of 2 inches in caliper, measured at 4 feet above grade.
 - The species of trees must be from the Kent County Road Commission's approved planting list.
 - The street tree shall be located between the sidewalk and the street unless such a location is unreasonable.
 - Street trees shall be spaced as uniformly as possible.
 - Street trees shall be planted within 6 months of the issuance of the lot's Certificate of Occupancy.
4. **Street lights & Street lighting Assessment District:** All pole heights are to be a maximum of fourteen (14) feet tall and be consistent with those installed in the prior phase. All street lights are to utilize full cut-off fixtures and Light-Emitting Diode (LED) lamps and that the developer must make a request in writing to Gaines Charter Township for the creation of a Street Light Assessment District before a residential building permit will be issued by the Township.
 - The number and location of street lights are to be determined by Consumers Energy for each phase of development.
 - The developer must provide the necessary funds for installation within 30 days of Gaines Charter Township issuing an invoice for the installation costs.
5. **Signs:** An identification sign is permitted at the new street entrance off eastern. The maximum height of the sign is to 6 feet and the maximum area of the sign is 48 square feet. Internal or External illumination (with a cut-off fixture) is permitted. Illumination cannot flash or move, and must be a continuous white light illuminating only the face of the sign. All sign lighting must be enclosed and directed to prevent the source of light shining directly or indirectly onto adjacent traffic and nearby properties.

The requirements for the entrance sign will be enforced upon application for a sign permit.

6. **Sidewalks:** Sidewalks with a minimum width of 5 feet shall be provided on both sides of Water Ridge Drive and along the east side of Eastern Ave. from Water Ridge south to 100th St. The construction of the sidewalks is to meet or exceed the construction standards stated in Chapter 34, Section 34-26 "Construction standards" of the Gaines Charter Township Code of Ordinance or its equivalent.

7. Utilities and drainage and streets: Subsequent submittals must show compliance with the requirements of the Township engineer and the requirements of all other applicable agencies having jurisdiction over the plat.

Ayes: Osterink, DeWard, Burnside, Haagsma, Fryling, VanderStel

B. Michigan Infrastructure Management Pilot Program

- Planner Sisson explained the purpose of the program and asked if the Township Board would participate by allowing data from REGIS to be used for this pilot program.

Motion by Burnside and supported by VanderStel to approve allowing the Township, REGIS, and Vriesman Korhorn Engineers to send information to the State (police) for use in the pilot program of Michigan Infrastructure Management

Ayes: DeWard, Burnside, Haagsma, Fryling, VanderStel, Osterink

8. Water and Sewer Committee requests

A. 981 61st Street

Motion by Haagsma and supported by Burnside to approve Water & Sewer Committee's recommendation that the Township Board deny the request for relief and give the Martinezs one year to pay off the account balance with no time/price differential penalty.

Ayes: Haagsma, Fryling, VanderStel, Osterink, DeWard, Burnside

B. 7853 Cidermill

1. Motion by Haagsma and supported by Fryling to approve The Water & Sewer Committee's recommending that the Township Board deny the request for relief and give Mr. Bao Lee one year to payoff the account balance with no time/price differential penalty.

Ayes: Haagsma Fryling, VanderStel, Osterink, DeWard, Burnside

2. Motion by Burnside and supported by VanderStel to approve the Water & Sewer Committee recommendation that the Township Board allow the balance in the bankruptcy holding account to be written off.

Ayes: Burnside, Haagsma, VanderStel, Osterink, DeWard, Burnside

C. 7320/24 Eastern request for water service material

*Trustee Fryling left the room as the request was for his property

Motion by Haagsma and supported by Burnside to approve the recommendation of The Water & Sewer Committee to allow the alternate material with the following conditions:

The water service shall be constructed of a material approved by the BGUA and shall meet standards and requirements of NSF 14 & 16, AWWA C901-08, and ASTM D2737. The water service installation shall meet all other applicable standards of the BGUA Standard Construction

Specifications, all applicable AWWA Standards, all State of Michigan Standards and the manufacturers Standards for installation; this would include being installed below the frost line, bedded in sand and drip free at all joints and connections at the time of installation. A tracer wire is also required to be installed with the service so that it can be located in the future. The home located at 7320 Eastern will require a private easement across the 7324 Eastern property for the extension of the water service.

Ayes: VanderStel, Osterink, DeWard, Haagsma, Burnside Abstain: Fryling

D. 7278 Periwinkle

Motion by Haagsma and supported by Burnside to approve the recommendation of the water and Sewer Committee to allow alternate material with the following conditions:

The water service shall be constructed of a material approved by the BGUA and shall meet standards and requirements of NSF 14 & 16, AWWA C901-08, and ASTM D2737. The water service installation shall meet all other applicable standards of the BGUA Standard Construction Specifications, all applicable AWWA Standards, all State of Michigan Standards and the manufacturers Standards for installation; this would include being installed below the frost line, bedded in sand and drip free at all joints and connections at the time of installation. A tracer wire is also required to be installed with the service so that it can be located in the future.

Ayes: VanderStel, Osterink, DeWard, Burnside, Haagsma No vote: Fryling (proximately of property to his)

E. Update on the “Eyde Development” request was made by Planner Sisson

9. Persons in the audience were given opportunity to address the Board. No one wished to speak

10. Supervisor’s office

A. Burn Ordinance Amendment

Motion by Burnside and supported by Haagsma to adopt the amended Code Chapter 20 Fire Prevention and Protection 2017-OCT-01-BD as presented- Amendments to the Gaines Charter Township code of ordinances regarding the open burning of leaves, yard clippings, and other combustible material throughout the Township.

B. Budget Amendment for Road Resurfacing Kent County Road Commission

Motion by Haagsma and supported by Burnside to transfer \$100,000.00 from General Fund Savings to Account 101-392.000.862.000 for payment of Road work done by Kent County Road Commission per agreement.

Ayes: DeWard, Burnside, Haagsma, Fryling, VanderStel, Osterink

C. Budget Adjustment for Clerk’s Office

Motion by Fryling and supported by VanderStel to approve an adjustment of \$5,000.00 from the Contingency amount in the 2017 Budget to the Clerk's Office 101.215.000.702.010 to cover expenses for the person appointed to the Clerk's position to work hourly in the office the month of December in preparation for taking office.

Ayes: Burnside, Haagsma, Fryling, VanderStel, Osterink, DeWard

D Motion by VanderStel and supported by Fryling to set 7:15 p.m. November 13, 2017 Board meeting for the Public Hearing on the 2018 Budget.

Ayes: Haagsma, Fryling, VanderStel, Osterink, DeWard, Burnside

E. Motion by DeWard and supported by Haagsma to accept the letter of resignation from Clerk Osterink effective December 31, 2017.

Aye: Burnside, Haagsma, Fryling, VanderStel, Osterink, DeWard

F. JCI Analysis

DeWard explained that the energy analysis done by JCI was comprehensive and as a result gave the Township information they could use in the future and that a priority list would be decided on and work done based on it and immediate needs.

Motion by VanderStel and supported by Haagsma to approve payment of the \$15,000.00 to JCI as contracted.

Ayes: Fryling, VanderStel, Osterink, DeWard, Burnside, Haagsma

G. Hiring new Paid on Call for Dutton Fire

Motion by Fryling and supported by VanderStel to approve the hiring of Zachary Rankin as an on-call firefighter for the Dutton Fire Department

Ayes: VanderStel, Osterink, DeWard, Burnside, Haagsma, Fryling

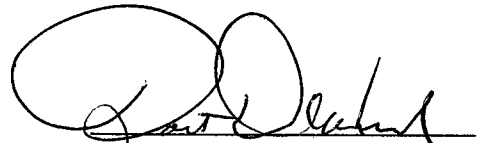
H. Opportunity for Budget discussion on the proposed 2018 Township Budgets

11. Motion by Haagsma and supported by Burnside to adjourn the meeting at 8:56 p.m.

Ayes: All

APPROVED: November 13, 2017


Crystal Osterink, Clerk


Robert DeWard, Supervisor

The next regular meeting of the Gaines Charter Township Board will be held on November 9, 2017 in the Board room of the Township Offices. All interested persons are invited to attend and participate. Persons with disabilities needing accommodation for effective participation in the meeting should contact the Township Office at 698-6640 one week in advance to request mobility, visual, hearing or other assistance.