

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, January 10, 2011

Opening Prayer by Clerk Osterink at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. Representative for Party House Party Store – Sunday Liquor Sales Ordinance (*Comments should be limited to 5 minutes*) ~Non-Action Item

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, January 10, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for December 2, 2010 to January 6, 2011 in the amount of \$252,310.98 ~Action Item*

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the December 13, 2010 regular meeting
2. Building Department
  - A. December Building Permit and Revenue Reports
  - B. December Electrical Report
  - C. 2010 Building Department Reports
3. Clerk's Office
  - A. Check Register for December
4. Committee Reports
  - A. Dutton Fire Committee
    - i. October 12<sup>th</sup> approved committee minutes

*Committees with No Report:* Building and Grounds, Byron-Gaines Utility Authority, Computer, Cutlerville Fire, DACIA, GVMC, Insurance Committee, Kent County Sheriff, Parks & Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

### III. OTHER DEPARTMENT/OFFICE REPORTS

#### 1. Water and Sewer Department

##### A. ~Action Items

- i. Byron Lake Estates No. 2 – Release of Water and Sewer Easements ~Action Item

##### B. ~Non-Action Items

- i. Financial Reports ~Non-Action Item

#### 2. Planning and Zoning Department

##### A. ~Action Items

- i. Ordinance No. 10-10 and 10-11 – Medical Marihuana Regulations ~Action Item
- ii. Ordinance No. 10-12 – 4500/4520 60<sup>th</sup> Street SE Rezoning – 2<sup>nd</sup> Reading ~Action Item

##### B. ~Non-Action Items

- i. Ordinance No. 10-13 – Zoning Ordinance Text Amendments ~Non-Action Item
- ii. Ordinance No. 10-15 – 4471/4474 60<sup>th</sup> Street SE Rezoning – 1<sup>st</sup> Reading ~Non-Action Item
- iii. 2011 Work Program ~Non-Action Item

### IV. Engineering Department/Supervisor's Office

#### 1. ~Action Items

- A. None.

#### 2. ~Non-Action Items

- B. Dutton Fire Station Update ~Non-Action Item

V. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

### VI. SUPERVISOR'S OFFICE

#### 1. ~Action Items

- A. Township Community Room Rules and Rental Agreement ~Action Item
- B. Prairie Wolf Park May Event Date – May 7, 2011 ~Action Item
- C. Prairie Wolf Park – Prairie Restoration Plan ~Action Item
- D. Personnel Committee – Recommendation for Staff Pay Adjustments ~Action Item
- E. Personnel Committee – Recommendation for Staff Personal Time ~Action Item
- F. United Growth Membership ~Action Item

#### 2. ~Non-Action Items

- A. Information for Review/Discussion
  - i. Strategic Planning Update ~Non-Action Item
  - ii. GVMC Update ~Non-Action Item
  - iii. Township Website Statistics – December 2010 ~Non-Action Item
  - iv. Law Weathers Announcement ~Non-Action Item
  - v. Kent County - Information Regarding Fire Vehicle Insurance ~Non-Action Item
  - vi. January 2011 KDL ENewsletter ~Non-Action Item
  - vii. Township Board Correspondence – Cutlerville Fire ~Non-Action Item

### VII. COMMENTS & DISCUSSION

1. Township Board
2. Supervisor
3. Miscellaneous

### VIII. ADJOURNMENT

- A. The next regularly scheduled Township Board meeting is February 14, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, February 14, 2011

Opening Prayer by Trustee Haagsma at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. Bill Hirsch, County Commissioner – Kent County Update (*Comments should be limited to 7 minutes*)
  - B. Gabe Hudson, Ag. Preservation Board – Board Update (*Comments should be limited to 7 minutes*)

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. 7:15 p.m. – Community Development Block Grant Funds
    - i. ITP GO! Bus Service
    - ii. Handicap Accessibility Improvements
    - iii. Hanna Lake Avenue Sidewalk Improvements

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, February 14, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for January 7, 2011 to February 8, 2011 in the amount of \$147,173.10*  
~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the January 10, 2011 regular meeting
2. Building Department
  - A. January Building Permit and Revenue Reports
  - B. January Electrical Report
3. Clerk's Office
  - A. Check Register for January
4. Committee Reports
  - A. Building and Grounds Committee
    - i. December 21<sup>st</sup> approved committee minutes
  - B. Byron-Gaines Utility Authority
    - i. November 30<sup>th</sup> approved authority minutes
  - B. Parks and Recreation Committee
    - i. October 18<sup>th</sup> approved committee minutes

*Committees with No Report:* Computer, Cutlerville Fire, DACIA, Dutton Fire, GVMC, Insurance Committee, Kent County Sheriff, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

III. **STRATEGIC PLANNING**

1. Right Place Program Presentation - Birgit Klohs, President & CEO of The Right Place, Inc. and Mike Devries, Supervisor of Grand Rapids Township (*15-20 minutes*)
2. Goal Area 4 Update – Brian Tingley, Township Planner

IV. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department
  - A. **~Action Items**
    - i. Van Oosten County Drain – Review of Apportionment Notice **~Action Item**
    - ii. Resolution to Approve Application to Establish a County Drain **~Action Item**
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
2. Planning and Zoning Department
  - A. **~Action Items**
    - i. Ordinance No. 10-13 – Zoning Ordinance Text Amendments – 2<sup>nd</sup> Reading **~Action Item**
    - ii. Ordinance No. 10-15 – 4400/4474 60<sup>th</sup> Street SE Rezoning – 2<sup>nd</sup> Reading **~Action Item**
    - iii. Stoneco – 100<sup>th</sup> Street Operation – PUD Amendment/Extension Request **~Action Item**
  - B. **~Non-Action Items**
    - i. Ordinance No. 11-01 Dangerous and Dilapidated Building Ordinance – 1<sup>st</sup> Reading **~Non-Action Item**
    - ii. 2010 Planning and Zoning Department Annual Report **~Non-Action Item**
3. Treasurer’s Office
  - A. **~Action Items**
    - i. 2010 4th Quarter Financial Report **~Action Item**
  - B. **~Non-Action Items**
    - i. None.
4. Assessing Department
  - A. **~Action Items**
    - i. Board of Review Resolution No. 11-04 **~Action Item**
  - B. **~Non-Action Items**
    - i. None.

V. Engineering Department/Supervisor’s Office

1. **~Action Items**
  - A. Dutton Fire Station – Overhead Door Bid Award **~Action Item**
2. **~Non-Action Items**
  - B. Dutton Fire Station Update **~Non-Action Item**

VI. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

VII. **SUPERVISOR’S OFFICE**

1. **~Action Items**
  - A. Community Development Block Grant - Resolution 11-01 **~Action Item**
  - B. Community Development Block Grant - Resolution 11-02 **~Action Item**
  - C. Community Development Block Grant - Resolution 11-03 **~Action Item**
  - D. Firearms Ordinance Amendment – 2<sup>nd</sup> Reading **~Action Item**
  - E. Everett’s Landscape 2011 Park and Trail Mowing Agreement **~Action Item**

- F. Dutton Fire Station – Office Furniture Bid Award ~ Action Item
- G. Dutton Fire Station – Training Room Technology Proposal ~ Action Item
- H. Personnel Committee Recommendation for Non-staff Committee Member/Trustee Training Pay ~ Action Item
- I. MCI Metro Right-of-way Permit ~ Action Item
- J. Petition to Strike Personal Property Taxes from Tax Rolls ~ Action Item
- 2. ~ Non-Action Items
  - A. Information for Review/Discussion
    - i. Strategic Planning Update ~ Non-Action Item
    - ii. Kent County Road Commission – Act 50 Reporting ~ Non-Action Item
    - ii. Township Website Statistics – January 2011 ~ Non-Action Item
    - iii. BSA Website Statistics Report ~ Non-Action Item
    - iv. February 2011 KDL ENewsletter ~ Non-Action Item
    - v. Cutlerville-Gaines Chamber of Commerce February Newsletter ~ Non-Action Item

**VIII. COMMENTS & DISCUSSION**

- 1. Township Board
- 2. Supervisor
- 3. Miscellaneous

**VIII. ADJOURNMENT**

- A. The next regularly scheduled Township Board meeting is March 14, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, March 14, 2011

Opening Prayer by Trustee VanLaan at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch,  
Dan Fryling, Carol VanLaan

Absent with Notice: Trustee Tim Haagsma

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. Steve Silvey – Steelcase Duathlon ~Action Item

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, March 14, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for February 24, 2011 to March 10, 2011 in the amount of \$143,634.39 ~Action Item*

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the February 14, 2011 regular meeting
2. Building Department
  - A. February Building Permit and Revenue Reports
  - B. February Electrical Report
3. Clerk's Office
  - A. Check Register for February
4. Committee Reports
  - A. Building and Grounds Committee
    - i. February 7th approved committee minutes
  - B. Kent County Sheriff
    - i. 2010 4<sup>th</sup> Quarter Report
    - ii. 2010 Annual Report

*Committees with No Report:* BGUA, Computer, Cutlerville Fire, DACIA, Dutton Fire, GVMC, Insurance Committee, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

III. **STRATEGIC PLANNING**

1. Goal Area 3 Update – Russ Jansen, Fire Chief

IV. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department

A. **~Action Items**

- i. None.

B. **~Non-Action Items**

- i. Financial Reports **~Non-Action Item**

2. Planning and Zoning Department

A. **~Action Items**

- i. Ordinance No. 11-01 – Dangerous and Dilapidated Building Ordinance – 2<sup>nd</sup> Reading  
**~Action Item**

- ii. Spectrum Health/Canal Pointe Ventures LLC – 1545 68<sup>th</sup> St. SE – PUD Amendment  
**~Action Item**

B. **~Non-Action Items**

- i. Ordinance No. 11-02 – Zoning Ordinance Text Amendment – Billboard Regulations  
– 1<sup>st</sup> Reading **~Non-Action Item**

3. Clerk's Office

A. **~Action Items**

- i. Financial Software Proposal **~Action Item**

B. **~Non-Action Items**

- i. None.

V. Engineering Department/Supervisor's Office

1. **~Action Items**

- A. None.

2. **~Non-Action Items**

- B. Dutton Fire Station Update **~Non-Action Item**

VI. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

VII. **SUPERVISOR'S OFFICE**

1. **~Action Items**

- A. Steelcase Duathlon **~Action Item**

- B. 2011 Summer Recreation Program **~Action Item**

- C. Firearms Ordinance Amendment **~Action Item**

- D. Mika Meyers – Conflict of Interest Waiver and Consent **~Action Item**

- E. Law Weathers 2011 Legal Rates **~Action Item**

- F. The Right Place Program **~Action Item**

- G. Building Department Secretary Retirement **~Action Item**

- H. Assistant Planner Resignation **~Action Item**

2. **~Non-Action Items**

- A. Information for Review/Discussion

- i. Strategic Planning Update/Adobe Software Proposal **~Non-Action Item**

- ii. Personnel Committee Update **~Non-Action Item**

- iii. Building and Grounds Committee Update **~Non-Action Item**

- iv. Township Website Statistics – February 2011 **~Non-Action Item**

- v. KCRC – 2011 Blizzard News **~Non-Action Item**

- vi. March 2011 KDL ENewsletter **~Non-Action Item**

- vii. Cutlerville-Gaines Chamber of Commerce March Newsletter **~Non-Action Item**

- viii. GVMC Strategic Initiatives Progress Report **~Non-Action Item**

- viii. GVMC – Thank You Letter **~Non-Action Item**

**VIII. COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

**VIII. ADJOURNMENT**

- A. The next scheduled *Special* Township Board meeting is March 28, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*



# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, April 11, 2011

Opening Prayer by Trustee Fryling at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. None.

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, April 11, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for March 22, 2011 to April 5, 2011 in the amount of \$99,525.35*  
~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the March 14, 2011 regular meeting
2. Building Department
  - A. March Building Permit and Revenue Reports
  - B. March Electrical Report
3. Clerk's Office
  - A. Check Register for March
4. Committee Reports
  - A. Cutlerville Fire Board
    - i. December 15th approved board minutes
  - B. Dutton Fire Committee
    - i. October 12<sup>th</sup> approved committee minutes
  - C. Water & Sewer Advisory Committee
    - i. March 21<sup>st</sup> draft committee minutes

*Committees with No Report:* BGUA, Building and Grounds, Computer, DACIA, GVMC, Insurance Committee, Kent County Sheriff, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20.

III. **STRATEGIC PLANNING**

1. Goal Area 3 Update – Russ Jansen, Fire Chief
2. Goal Area 4 Update – Brian Tingley, Township Planner

IV. **OTHER DEPARTMENT/OFFICE REPORTS**

1. **Water and Sewer Department**
  - A. **~Action Items**
    - i. Amendment to Appendix D of Water and Sewer Ordinance **~Action Item**
    - ii. Proposed First Amendment to 2006 Wastewater Disposal Agreement **~Action Item**
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
2. **Planning and Zoning Department**
  - A. **~Action Items**
    - i. Ordinance No. 11-02 – Zoning Ordinance Text Amendment – Billboard Regulations – 2<sup>nd</sup> Reading **~Action Item**
    - ii. PUD Amendment – 6333 Kalamazoo Avenue SE – Crossings Retail Center – Installation of Drive-thru Windows **~Action Item**
  - B. **~Non-Action Items**
    - i. Ordinance No. 11-04 – Zoning Map Amendment – 280 60<sup>th</sup> Street SE – Rezoning from R-3 Multiple Family Residential to O-S Office Service **~Non-Action Item**
3. **Treasurer’s Office**
  - A. **~Action Items**
    - i. 2011 Harvest Festival **~Action Item**
  - B. **~Non-Action Items**
    - i. 2010 Annual Tax Collections Report **~Non-Action Item**

V. **Engineering Department/Supervisor’s Office**

1. **~Action Items**
  - A. None.
2. **~Non-Action Items**
  - B. Dutton Fire Station Update **~Non-Action Item**

VI. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

VII. **SUPERVISOR’S OFFICE**

1. **~Action Items**
  - A. West Michigan Stage Race **~Action Item**
  - B. New Staffing Model for Planning/Zoning and Building Department **~Action Item**
  - B. Liquor License Renewal Applications **~Action Item**
  - C. Firearms Ordinance Amendment – 2<sup>nd</sup> Reading **~Action Item**
  - D. Consumer’s Energy Gas Franchise Ordinance – 1<sup>st</sup> Reading **~Action Item**
  - E. Personnel Committee Recommendation – Time Clock Procedures **~Action Item**
2. **~Non-Action Items**
  - A. Information for Review/Discussion
    - i. Strategic Planning Report **~Non-Action Item**
    - ii. Personnel Committee Update **~Non-Action Item**
    - iii. The Right Place Program – Thank you **~Non-Action Item**
    - iv. Township Website Statistics – March 2011 **~Non-Action Item**
    - v. April 2011 KDL ENewsletter **~Non-Action Item**
    - vi. 2010 Census Population Information **~Non-Action Item**

**VIII. COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

**VIII. ADJOURNMENT**

- A. The next scheduled regular Township Board meeting is May 9, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, May 9, 2011

Opening Prayer by Trustee Fouch at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. None.

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, May 9, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for April 14, 2011 to April 27, 2011 in the amount of \$67,570.46*  
~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the April 11, 2011 regular meeting
2. Building Department
  - A. April Building Permit and Revenue Reports
  - B. April Electrical Report
3. Clerk's Office
  - A. Check Register for April
4. Committee Reports
  - A. Building and Grounds Committee
    - i. March 9th approved committee minutes

*Committees with No Report:* BGUA, Computer, Cutlerville Fire, DACIA, Dutton Fire, GVMC, Insurance Committee, Kent County Sheriff, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

## III. STRATEGIC PLANNING

1. Goal Area 2 Update – Jan Boone, Water and Sewer Administrator

IV. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department
  - A. **~Action Items**
    - i. None.
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
2. Planning and Zoning Department
  - A. **~Action Items**
    - i. Ordinance No. 11-04 – Zoning Map Amendment – 280 60<sup>th</sup> Street SE – Rezoning from R-3 Multiple Family Residential to O-S Office Service – 2<sup>nd</sup> Reading **~Action Item**
  - B. **~Non-Action Items**
    - i. None.
3. Treasurer’s Office
  - A. **~Action Items**
    - i. 1<sup>st</sup> Quarter 2011 Financial Status Report **~Action Item**
  - B. **~Non-Action Items**
    - i. None.

V. Engineering Department/Supervisor’s Office

1. **~Action Items**
  - A. None.
2. **~Non-Action Items**
  - B. Dutton Fire Station Update **~Non-Action Item**

VI. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

VII. **SUPERVISOR’S OFFICE**

1. **~Action Items**
  - A. C.O.P.S Grant – Sheriff Department Representatives Presentation **~Action Item**
  - B. 2011 Proposed Road Repairs **~Action Item**
  - C. Streetlight Request – 60<sup>th</sup> Street SE/Valley Lane Drive SE **~Action Item**
  - D. Consumer’s Energy Gas Franchise Ordinance – 2<sup>nd</sup> Reading **~Action Item**
  - E. Staffing Model for Planning/Zoning and Building Department **~Action Item**
2. **~Non-Action Items**
  - A. Information for Review/Discussion
    - i. Strategic Planning Report **~Non-Action Item**
    - ii. Personnel Committee Update **~Non-Action Item**
    - iii. The Right Place Program – Thank you **~Non-Action Item**
    - iv. Township Website Statistics – April 2011 **~Non-Action Item**
    - v. April 2011 KDL ENewsletter **~Non-Action Item**
    - vi. GVMC State Legislative Information **~Non-Action Item**
    - vii. GVMC Resolution **~Non-Action Item**

VIII. **COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

VIII. **ADJOURNMENT**

A. The next scheduled regular Township Board meeting is June 13, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, June 13, 2011

Opening Prayer by Clerk Osterink at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. Dan Veldhuizen, Siegfried Crandall – 2010 Township Audit Presentation

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, June 13, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for May 10, 2011 to June 7, 2011 in the amount of \$159,085.75*  
~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the May 9, 2011 regular meeting
2. Building Department
  - A. May Building Permit and Revenue Reports
  - B. May Electrical Report
3. Clerk's Office
  - A. Check Register for May
4. Committee Reports
  - A. Kent County Sheriff
    - i. 1<sup>st</sup> Quarter Report
  - B. Dutton Fire Committee
    - i. March 22<sup>nd</sup> approved committee minutes
  - D. Cutlerville Fire Board
    - i. March 30<sup>th</sup> approved committee minutes
  - E. Division Avenue Corridor Improvement Authority
    - i. January 18<sup>th</sup> approved authority minutes
  - F. Water & Sewer Advisory

- i. May 24<sup>th</sup> draft committee minutes

*Committees with No Report:* BGUA, Building and Grounds, Computer, GVMC, Insurance Committee, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20.

### III. **STRATEGIC PLANNING**

1. Goal Area 1 Update – Jeff Gritter, Township Engineer

### IV. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department
  - A. **~Action Items**
    - i. Proposed Shut-off Policy **~Action Item**
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
2. Assessing Department
  - A. **~Action Items**
    - i. 2011 Tax Rate Request **~Action Item**
  - B. **~Non-Action Items**
    - i. None.
3. Engineering Department
  - A. **~Action Items**
    - i. Dutton Fire Station – Sign Bid **~Action Item**
  - B. **~Non-Action Items**
    - i. Dutton Fire Station Update **~Non-Action Item**
    - ii. Library Parking Lot Restriping **~Non-Action Item**
    - iii. Kent County Transit Needs Analysis Executive Summary Report **~Non-Action Item**

V. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

### VI. **SUPERVISOR'S OFFICE**

1. **~Action Items**
  - A. Dutton Fire Station – Room Rental Policy **~Action Item**
  - B. The Right Place Program – Pledge Resolution **~Action Item**
2. **~Non-Action Items**
  - A. Information for Review/Discussion
    - i. Strategic Planning Report **~Non-Action Item**
    - ii. Free CPR Classes for Residents **~Non-Action Item**
    - iii. Leaf Collection Information **~Non-Action Item**
    - iv. Township Website Statistics – May 2011 **~Non-Action Item**
    - v. June 2011 KDL ENewsletter **~Non-Action Item**
    - vi. MTA Capital Report Information **~Non-Action Item**
    - vii. June 2011 Cutlerville-Gaines Chamber of Commerce Newsletter **~Non-Action Item**

### VII. **COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

### VIII. **ADJOURNMENT**



A. The next scheduled *Workshop* Township Board meeting is June 27, 2011. This meeting will be a Strategic Planning Session for Department Heads and Board members.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, July 11, 2011

Opening Prayer by Clerk Osterink at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations.
  - A. None.

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, July 11, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for June~Action Item*

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the June 13, 2011 regular meeting
2. Building Department
  - A. June Building Permit and Revenue Reports
  - B. June Electrical Report
3. Clerk's Office
  - A. Check Register for June
4. Committee Reports
  - A. None.

## III. STRATEGIC PLANNING

- A. ~Actions Items
  - i. Dr. Bender Return/Availability.
- B. ~Non-Action Items
  - i. None.

IV. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department
  - A. **~Actions Items**
    - i. None.
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
2. Treasurer
  - A. **~Action Items**
    - i. 201 Transfer **~Action Item**
  - B. **~Non-Action Items**
    - i. None.
3. Engineering Department
  - A. **~Action Items**
    - i. County Drains **~Action Item**
  - B. **~Non-Action Items**
    - i. None.

V. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

VI. **SUPERVISOR'S OFFICE**

1. **~Action Items**
  - A. One Kent **~Action Item**
  - B. Recommendation to Personnel Committee
    - i. Planning/Zoning Department **~Action Item**
    - ii. Assessing Department **~Action Item**
2. **~Non-Action Items**

VII. **COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

VIII. **ADJOURNMENT**

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, August 8, 2011

Opening Prayer by Trustee VanLaan at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Carol VanLaan

Absent with Notice: Trustee Tim Haagsma

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. KDL Representatives – 2010 Annual Report (comments limited to 10 minutes)

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, August 8, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for June 8, 2011 to August 2, 2011 in the amount of \$248,497.70*  
~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the June 13, 2011 regular meeting
  - B. Minutes from the June 27, 2011 *workshop* meeting
  - C. Minutes from the July 11, 2011 regular meeting
2. Building Department
  - A. June Building Permit and Revenue Reports
  - B. June Electrical Report
  - C. July Building Permit and Revenue Reports
  - D. July Electrical Report
3. Clerk's Office
  - A. Check Register for June-July
4. Committee Reports
  - A. Kent County Sheriff
    - i. 2<sup>nd</sup> Quarter Reports

**Please note:** Unapproved consent agenda items (highlighted) included from the July regular Board meeting.

- B. Parks and Recreation Committee
  - i. April 13<sup>th</sup> approved committee minutes
- C. Water & Sewer Advisory Committee
  - i. July 27<sup>th</sup> *draft* committee minutes

*Committees with No Report:* BGUA, Building and Grounds, Computer, Cutlerville Fire, Dutton Fire, DACIA, GVMC, Insurance Committee, South Metro Fire-Rescue, Task Force 20/20.

### III. **OTHER DEPARTMENT/OFFICE REPORTS**

- 1. Water and Sewer Department
  - A. **~Action Items**
    - i. Wastewater Intermunicipal Cooperation Resolution **~Action Item**
    - ii. 2011 Water Supply Agreement **~Action Item**
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
- 2. Engineering Department
  - A. **~Action Items**
    - i. None.
  - B. **~Non-Action Items**
    - i. Dutton Fire Station Update **~Non-Action Item**
- 3. Treasurer's Office
  - A. **~Action Items**
    - i. 2011 2<sup>nd</sup> Quarter Financial Reports **~Action Item**
  - B. **~Non-Action Items**
    - i. None.

IV. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

### V. **SUPERVISOR'S OFFICE**

- 1. **~Action Items**
  - A. 2011-2012 GO! Bus Non-Urban Service Agreement **~Action Item**
- 2. **~Non-Action Items**
  - A. Information for Review/Discussion
    - i. Strategic Planning Report **~Non-Action Item**
      - a. Progress Update Regarding Community Development Director/Planner Position **~Non-Action Item**
    - ii. MTA Summer Conference Report **~Non-Action Item**
    - iii. Board Members Interested in Having Lieutenant Deliver Quarterly Sheriff Report? **~Non-Action Item**
    - iv. Township Website Statistics – July 2011 **~Non-Action Item**
    - v. August 2011 KDL ENewsletter **~Non-Action Item**
    - vi. August 2011 Cutlerville-Gaines Chamber of Commerce Newsletter **~Non-Action Item**
    - vii. Dutton Veteran's Memorial Dedication – September 10<sup>th</sup> **~Non-Action Item**

### VI. **COMMENTS & DISCUSSION**

- 1. Township Board
- 2. Supervisor
- 3. Miscellaneous

### VII. **ADJOURNMENT**

A. The next regularly scheduled Township Board meeting is September 12, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, September 12, 2011

Opening Prayer by Treasurer Lemke at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. None.

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, September 12, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for August 5, 2011 to September 7, 2011 in the amount of \$181,068.97*  
~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the August 8, 2011 regular meeting
2. Building Department
  - A. August Building Permit and Revenue Reports
  - B. August Electrical Report
3. Clerk's Office
  - A. Check Register for August
4. Committee Reports
  - A. Building and Grounds Committee
    - i. April 27<sup>th</sup> approved committee minutes

*Committees with No Report:* BGUA, Computer, Cutlerville Fire, Dutton Fire, DACIA, GVMC, Insurance Committee, Kent County Sheriff, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

III. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department
  - A. **~Action Items**
    - i. None.
  - B. **~Non-Action Items**
    - i. Financial Reports **~Non-Action Item**
2. Engineering Department
  - A. **~Action Items**
    - i. Exemption from Sidewalk Construction – 6355 East Paris Avenue **~Action Item**
    - ii. Exemption from Sidewalk Construction – 3980 68<sup>th</sup> Street **~Action Item**
  - B. **~Non-Action Items**
    - i. Dutton Fire Station Update **~Non-Action Item**

IV. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

V. **SUPERVISOR'S OFFICE**

1. **~Action Items**
  - A. Updates to Gaines Public Library Community Room Rental Agreement **~Action Item**
  - B. Proposed Blain Cemetery Improvements **~Action Item**
2. **~Non-Action Items**
  - A. Information for Review/Discussion
    - i. Strategic Planning Report **~Non-Action Item**
      - a. Progress Update Regarding Community Development Director/Planner Position **~Non-Action Item**
    - ii. Kent District Library Board Appointment **~Non-Action Item**
    - iii. Kent County Board of Commissioners Appointment **~Non-Action Item**
    - iv. Township Website Statistics – August 2011 **~Non-Action Item**
    - v. September 2011 KDL ENewsletter **~Non-Action Item**
    - vi. September 2011 Cutlerville-Gaines Chamber of Commerce Newsletter **~Non-Action Item**
    - vii. Gaines Heritage Festival **~Non-Action Item**
    - viii. MTA Article – June 2011 Edition **~Non-Action Item**

VI. **COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

VII. **ADJOURNMENT**

- A. The next *Workshop* Township Board meeting is September 26, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*



# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting

Monday, October 10, 2011

Opening Prayer by Trustee Eric Fouch at 6:55pm

Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. None.

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Jenni by 10:00 a.m., Monday, September 12, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for September 19, 2011 to October 3, 2011 in the amount of \$102,930.68* ~Action Item

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the September 12, 2011 regular meeting
  - B. Minutes from the September 26, 2011 special/workshop meeting
2. Building Department
  - A. September Building Permit and Revenue Reports
  - B. September Electrical Report
3. Clerk's Office
  - A. Check Register for 9/13/2011 – 10/04/2011
  - B. General fund summary as of 9/30/2011
4. Committee Reports
  - A. Update on the Assessing Department restructuring

*Committees with No Report:* BGUA, Computer, Cutlerville Fire, Dutton Fire, DACIA, GVMC, Insurance Committee, Kent County Sheriff, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

**III. OTHER DEPARTMENT/OFFICE REPORTS**

1. Water and Sewer Department
  - A. ~Action Items  
Easement Release
  - B. ~Non-Action Items  
None
  
2. Engineering Department
  - A. ~Action Items
    - i. Exemption from Sidewalk Construction – 6355 East Paris Avenue ~Action Item
    - ii. Exemption from Sidewalk Construction – 3980 68<sup>th</sup> Street ~Action Item
    - iii. Blain Cemetery Bid Approval
  - Non-Action Items
    - i. Dutton Fire Station Update ~Non-Action Item

IV. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

**V. SUPERVISOR'S OFFICE**

1. ~Action Items
  - A. Request by William L. Hirsch and Dawn A. Hirsch to place their land located at 8005 Bretton Ave. S.E., Caledonia, MI 49316 into the "Farmland and Open Space Preservation Program" For a period of 30 years – Action item
  
2. ~Non-Action Items
  - A. Information for Review/Discussion
    - i. Strategic Planning Report ~Non-Action Item
      - a. Progress Update Regarding Community Development Director/Planner Position ~Non-Action Item
    - ii. Township Website Statistics.
    - iii. Fall Leaf Collection program

**COMMENTS & DISCUSSION**

1. Township Board
2. Supervisor
3. Miscellaneous

**VII. ADJOURNMENT**

- A. The next *Workshop* Township Board meeting is September 26, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, November 7, 2011

Opening Prayer by Trustee Dan Fryling at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations
  - A. None.

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. None.

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Don or Alice by 10:00 a.m., Monday, November 7, 2011.

4. Motion to Approve Consent Agenda  
*Including payment of the bills for 10/04/2011 thru 10/31/2011 ~Action Item*

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the October 10, 2011 regular meeting
  - B. Minutes from the October 24, 2011 special/workshop meeting
2. Building Department
  - A. October Building, Mechanical, & Plumbing Permit and Revenue Reports
  - B. October Electrical Report
3. Clerk's Office
  - A. Check Register for 10/04/2011 thru 10/31/2011
4. Committee Reports  
None

*Committees with No Report:* BGUA, Computer, Cutlerville Fire, Dutton Fire, DACIA, GVMC, Insurance Committee, Kent County Sheriff, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

### III. OTHER DEPARTMENT/OFFICE REPORTS

1. Water and Sewer Department
  - A. ~Action Items
    - i. None.
  - B. ~Non-Action Items
    - i. Financial Reports ~Non-Action Item
  
2. Planning Commission

Proposed Creekside Storage PUD  
Applicant wishes 3-5 minutes to address the Board  
Planning Commission is recommending **denial** see information enclosed
  
3. Engineering Department
  - A. ~Action Items

76<sup>th</sup> Street and Hanna Lake Avenue Drain  
See attached resolution-- **Action Item**
  
4. Treasurer Department
  - A. - Action Items
    - i. 3<sup>rd</sup> Quarter 2011 Financial Statuses – **Action Item**
    - ii. Dutton Fire Department Funds Transfer – **Action Item**

IV. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

### V. SUPERVISOR'S OFFICE

- A. ~Action Items
  - i. 2012 Draft Budget. Department Heads will be in attendance **Non-Action until December**
  - ii. Interurban Transit Partnership agreement – **Action Item**  
See attached resolution (we budgeted \$45,000 for 2011)
  - iii. JND Snowplowing Inc., sidewalk contract for 2012 (\$7,400.) – **Action Item**
  - iiii. Progress Update Regarding Community Development Director/Planner Position ~Action Item  
A copy of the understanding of the wage and benefits package that has been reached with Mr. Gruba
  
- B. ~Non-Action Items

Information for Review/Discussion

  - i. Township Website Statistics – October 2011 ~Non-Action Item

### VI. COMMENTS & DISCUSSION

1. Township Board
2. Supervisor
3. Miscellaneous

### VII. ADJOURNMENT

- A. The next Township Board meeting December 12, 2011.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Workshop Township Board Meeting  
Board Room  
Monday, December 5, 2011  
Opening Prayer by Supervisor Don R. Hilton, Sr. at 6:55 PM  
Pledge of Allegiance to the Flag

Meeting called by Supervisor, Don R. Hilton, Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Tim Haagsma, Carol VanLaan (*Dan Fryling Absent with prior notice*)

Other Attendees:

*CALLED TO ORDER AND ATTENDANCE AT 7:00 PM.*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

## II. SUPERVISOR'S OFFICE

1. ~Action Items
  - A. None
2. ~Non-Action Items
  - A. 2012 Draft Budget Review and Development – Non-Action item

III. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

## IV. COMMENTS & DISCUSSION

1. Township Board
2. Supervisor
3. Miscellaneous

## V. ADJOURNMENT

- A. The next scheduled Regular Township Board meeting is Monday, December 12, 2011

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*

# TOWNSHIP BOARD PRELIMINARY AGENDA

Regular Township Board Meeting  
Monday, December 12, 2011

Opening Prayer by Trustee, Carol VanLaan at 6:55pm  
Pledge of Allegiance to the Flag

Meeting called by Supervisor Don R. Hilton, Sr.

Attendees: Supervisor Don R. Hilton Sr., Clerk Crystal Osterink, Treasurer Laurie Lemke, Trustees Eric Fouch, Dan Fryling, Tim Haagsma, Carol VanLaan

*CALLED TO ORDER AND ATTENDANCE AT 7:00 PM*

## I. CUSTOMARY ITEMS

1. Motion to Approve Agenda ~Action Item
2. Recognition of Individuals or Delegations

*Individuals wishing to address a specific item on this agenda will be provided 3 minutes*

3. Public Hearings
  - A. 7:30 PM – 2012 Township Budget

Consent agenda items are listed under item II including payment of the bills with no exception. If you would like any item removed from the consent agenda, please contact Kim by 10:00 a.m., Monday, December 12, 2011.

4. Motion to Approve Consent Agenda –Action Item  
*Including payment of the bills for 11/01/2011 thru 12/02/2011 in the amount of \$163,609.20*

## II. CONSENT AGENDA

1. Board Meeting Minutes
  - A. Minutes from the November 7, 2011 regular meeting
  - B. Minutes from the December 5, 2011 special/workshop meeting
2. Building Department
  - A. November Building, Mechanical, & Plumbing Permit and Revenue Reports
  - B. November Electrical Report
3. Clerk's Office
  - A. Check Register for November 1, 2001 thru December 2, 2011
4. Committee Reports  
None

*Committees with No Report:* BGUA, Computer, Cutlerville Fire, Dutton Fire, DACIA, GVMC, Insurance Committee, Kent County Sheriff, Parks and Recreation, South Metro Fire-Rescue, Task Force 20/20, Water & Sewer Advisory.

III. **OTHER DEPARTMENT/OFFICE REPORTS**

1. Clerks Office  
**Action Items**  
A. Proposed 2011 Budget Amendments w/support documentation– **Action Item**  
**Non-Action Items**  
*None*
2. Planning Commission  
**Action Items**  
*None*  
**Non-Action Items**  
*None*
3. Engineering Department  
**Action Items**  
A. PUD Amendment – **Action Item**  
**Non-Action Items**  
*None*
4. Treasurer Department  
**Action Items**  
*None*  
**Non-Action Items**  
A. Dividend Received – **Non-Action Item**
5. Water & Sewer  
**Action Items**  
A. Resolution to Establish Water Supply and Sewer Rates and Charges – **Action Item**  
**Non-Action Items**  
*None*

IV. *Individuals wishing to address a specific item not on this agenda will be provided 3 minutes.*

V. **SUPERVISOR'S OFFICE**

1. **Action Items**
  - A. 2012 Meeting Schedule – **Action Item**
  - B. 2011 Budget
    - I. Resolutions to Establish Officers Salaries – **Action Item**
      - a. Trustee Salary
      - b. Supervisor Salary
      - c. Clerk Salary
      - d. Treasurer Salary
    - II. 2012 Budget Approval – **Action Item**
      - a. General Fund
      - b. Water/Sewer Department Operating Budget
      - c. Inspections Department Operating Budget
      - d. TIRF Budget
      - e. Park and Trail Fund

- C. Sheriff's Department - - Action Item
  - I. Agreement to add additional Law Enforcement – Additional 8(?)/12(?) hour
  - II. Agreement to add Community Police Law Enforcement (?)
- D. Assessing Department - Action Item
  - I. Add Assessing Department Support

2. Non-Action Items

Information for Review/Discussion

- A. Township Website Statistics – November 2011 - Non-Action Item
- B. December 2011 Cutlerville-Gaines Chamber of Commerce – Non-Action Item
- C. December 2011 – KDL ENewsletter – Non-Action Item

VI. **COMMENTS & DISCUSSION**

- 1. Township Board
- 2. Supervisor
- 3. Miscellaneous

VII. **ADJOURNMENT**

- 1. The next Township Board meeting January 9, 2012.

*Any interested persons are invited to attend and participate. Persons with disabilities needing any special accommodations should contact the Township offices one week prior to the meeting to request mobility, visual or any other assistance.*