



8555 Kalamazoo Ave., SE
Caledonia, MI 49316

www.gainestownship.org

Phone: 616-698-6640
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January 3, 2024

Gaines Township Board of Trustees
8555 Kalamazoo Ave SE
Caledonia, MI 49316

RE: January 8, 2024, Township Board Meeting

Township Board Members:

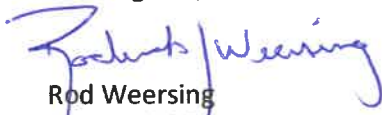
Happy New Year! I hope that you enjoyed the holidays.

The agenda for the first meeting of 2024 is not too overwhelming. There are no speakers and no public hearings scheduled for this meeting. The Planning Department only has two items for your consideration that were both discussed at the December meeting. Those items are the Loretta View Road Waiver Request and the R-3 Zoning Text Amendment.

You will find information in the packet for an Early Start request from Orion Construction. The Clerk has provided a resolution to establish an Early Voting Polling Location. The Board is required to set the wage for the new Deputy Treasurer. Lastly, you will consider changing the Township Fire Inspector position from a part-time to a full-time position.

If you should have any questions about any of these items, please don't hesitate to reach out to me.

Best regards,


Rod Weersing
Township Manager



CHARTER TOWNSHIP OF GAINES
MEETING LOCATION: 8555 Kalamazoo Ave., SE, Caledonia, MI 49316
Township Board of Trustees Meeting
PRELIMINARY AGENDA
MONDAY – January 8, 2024
Time: 7:00PM

- 1. Opening Prayer ~ Dan Fryling**
- 2. Pledge of Allegiance**
- 3. Call to Order and Attendance ~**
- 4. Declaration of Conflict of Interest**
- 5. Review of Consent Agenda ~ *items must be removed from the consent agenda in order to be discussed***
- 6. Approval of Agenda**
- 7. Communications ~ Informational items ~ *letters, reports, updates, etc.***
 - a. December 2023 Building Dept. Revenue Report**
 - b. 2023 Annual Building Dept. Revenue Report**
 - c. December 2023 Community Policing Officers Report**
 - d. December 2023 Dutton Fire Run Report**
 - e. December 2023 Cutlerville Fire Run Report**
 - f. Clerk's Department ~ Additional Responsibilities**
- 8. Scheduled Speakers ~ None**
- 9. Public Comments – *Public may speak regarding anything on the agenda which is NOT scheduled for a public hearing (comments limited to 3 minutes per speaker)***

10. Public Hearings ~ None

11. Consent Agenda:

a. Minutes From December 11, 2023 Meeting

b. Check Registers for month of December 2023

i. General Fund (101):	\$ 310,755.11
ii. Public Safety SAD (205):	\$ 274,605.00
iii. Building Inspections (549):	\$ 16,222.48
iv. Water (591):	\$ 415,502.78
v. Sewer (590)	\$ <u>594,169.10</u>
TOTAL OF ALL FUNDS:	\$1,611,254.47

c. Treasurer's Report

12. New Business

a. Consider ~ Loretta View Road Waiver Request

b. Consider ~ R3 Zoning Text Amendment

c. Consider ~ Orion Construction Early Start Request

d. Consider ~ Resolution to Establish An Early Voting Polling Location

e. Consider ~ Establish Deputy Treasurer's Wage

f. Consider ~ Making Fire Inspector a full-time position

13. Public Comments ~ *On any topic (comments limited to 3 minutes per speaker)*

14. Manager's Comments

15. Supervisors Comments

16. Trustee Comments

NEXT SCHEDULED BOARD OF TRUSTEES MEETING: February 12. 20234

ANY INTERESTED PERSONS ARE INVITED TO ATTEND AND PARTICIPATE IN ALL TOWNSHIP BOARD OF TRUSTEE MEETINGS. PERSONS WITH DISABILITIES NEEDING ANYT SPECIAL ACCOMMODATIONS SHOULD CONTACT THE TOWNSHIP OFFICES ONE WEEK PRIOR TO THE MEETING TO REQUEST MOBILITY, VISUAL OR ANY OTHER ASSISTANCE.

Preliminary Agenda – Subject to Change

The contents of supporting documents (such as text, graphics, images, information, and references) are created and supplied by the author.



Revenue Breakdown Report

Page: 1 of 22

01/02/2024

Filter: All Records, Transaction.DateToPostOn Between 12/1/2023 12:00:00 AM AND 12/31/2023 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	142	25,918.25
TOTAL	142	25,918.25

Record Type Totals		
Unit:	Records	Revenue
Permit	142	25,918.25
UNIT TOTAL:	142	25,918.25

Record Type Breakdowns		
Unit:		
Record Type: Permit	Records	Revenue
Building	18	7,920.00
Commercial Sign	3	350.00
Electrical	34	4,989.00
Irrigation Meter	1	90.00
Mechanical	59	9,293.25
Mobile Home Building	1	130.00
Mobile home foundation	1	90.00
Plumbing	11	1,846.00
Residential Roofing	1	90.00
Storm Drain	6	510.00
Water Heater Replacement	7	610.00
TOTAL:	142	25,918.25



Revenue Breakdown Report

Page: 1 of 167

01/02/2024

Filter: All Records, Transaction.DateToPostOn Between 1/1/2023 12:00:00 AM AND 12/31/2023 11:59:59 PM

Unit Totals		
Unit Name	Records	Revenue
	1,998	673,582.75
TOTAL	1,998	673,582.75

Record Type Totals		
Unit:	Records	Revenue
Name	11	255.00
Permit	1,987	673,327.75
UNIT TOTAL:	1,998	673,582.75

Record Type Breakdowns		
Unit:		
Record Type: Name	Records	Revenue
	11	255.00
TOTAL:	11	255.00

Record Type: Permit	Records	Revenue
Air Conditioning Replacement	5	550.00
Building	263	359,678.00
Commercial Sign	20	2,200.00
Deck	52	6,750.00
Demolition	2	282.00
Electrical	457	92,716.00
Furnace Replacement	7	790.00
Irrigation Meter	17	1,505.00
Mechanical	681	133,835.75
Mobile Home Building	31	4,030.00
Mobile home foundation	4	360.00
Mobile Home Plumbing	4	355.00
Plumbing	291	56,316.00
Residential Roofing	97	8,730.00
Storm Drain	28	2,380.00
Swimming Pool	11	1,390.00
Water Heater Replacement	17	1,460.00
TOTAL:	1,987	673,327.75



Michelle LaJoye-Young
SHERIFF

Chuck DeWitt
UNDERSHERIFF

DECEMBER 2023 GAINES TOWNSHIP CP REPORT

COMPLETED

- Participated in 3 different Shop with a Sheriff events
- Assisted on a serious injury crash on Kalamazoo Ave
- Assisted road patrol with a staff issue at Pine Rest
- Assisted Woodfield management with a disorderly tenant
- Recovered a stolen car and some drugs along Division near 76th St
- Assisted the Pine Circle town homes management with a disorderly tenant
- Still dealing with the Rapids Drive parking issues on Steelcase property
- Checked on an ordinance issue for Dan in the 6500blk of Hartman
- Assisted Woodfield with a deceased tenant
- Arrested a subject for carrying a concealed weapon and resisting 6100blk of Division
- Did some speed enforcement 6500 blk of Division
- Attended the Gaines chamber holiday luncheon
- Assisted Cross Creek Charter with an intoxicated staff member
- Performed extra patrols in Crystal Springs
- Hosted 6 6th grade boys from Dutton Christian and gave them a tour and a K9 demonstration
- Assisted the Kentwood Mobile home park attorney with an eviction
- Assisted the Grand Motel with a resident issue
- Spent multiple days verifying sex offenders
- Took a week of vacation through the holidays to enjoy some time with family, watch football, and work a few fire department shifts



ONGOING / UPCOMING

- Continue to verify sex offenders
- Working with Legacy Christian on some active shooter response plans
- Host the Stevens Pointe Neighborhood watch group (01/16 @ 7pm)



Michelle LaJoye-Young
SHERIFF

Chuck DeWitt
UNDERSHERIFF



Incidents by Category and Month

Jan 01, 2022 12:00 AM to Dec 31, 2023 11:59 PM

Incident Type Category	2023												2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	3	2	1	1	8	7	5	1	3	3	2	2	38	4%	38	5%	0%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	1	0	0	0	0	0	0	0	0	0	0	1	0%	3	0%	-66.67%
3 - Rescue & Emergency Medical Service Incident	39	46	54	33	42	45	39	36	66	50	54	53	557	65%	523	66%	6.50%
4 - Hazardous Condition (No Fire)	1	4	1	2	1	2	0	3	4	3	5	3	29	3%	18	2%	61.11%
5 - Service Call	4	3	5	2	3	4	3	2	1	3	1	1	32	4%	34	4%	-5.88%
6 - Good Intent Call	10	6	7	7	5	9	10	11	13	10	4	13	105	12%	98	12%	7.14%
7 - False Alarm & False Call	9	6	3	3	8	10	12	11	12	12	6	9	101	12%	70	9%	44.29%
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	1	0%	-100%
9 - Special Incident Type	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	2	0%	-100%
Grand Total	66	68	71	48	67	77	69	64	99	81	72	81	863	100%	787	100%	9.66%

Incidents by District/Zone

Jan 01, 2022 12:00 AM to Dec 31, 2023 11:59 PM

District/Zone	2023												2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
Byron Twp Fire - Byron Twp	0	2	1	0	0	1	0	0	0	0	0	0	4	0%	0	N/A	N/A
Caledonia Township	2	3	0	2	0	0	0	2	2	2	2	1	16	2%	0	N/A	N/A
Cascade Township	0	0	0	1	0	0	0	0	0	0	0	0	1	0%	0	N/A	N/A
Cutlerville - Byron Township	2	3	0	1	0	6	4	1	1	0	1	1	20	2%	0	N/A	N/A
Cutlerville - Gaines Township	6	6	8	5	10	13	14	7	13	4	6	11	103	12%	0	N/A	N/A
Kentwood	3	1	1	0	2	3	1	3	3	3	1	1	22	3%	0	N/A	N/A
Leighton Township	1	0	0	0	2	0	2	0	0	0	0	0	5	1%	0	N/A	N/A
Zone 01S - Dutton	3	1	1	1	0	0	2	1	5	3	1	3	21	2%	0	N/A	N/A
Zone 02S - Dutton	8	9	9	5	8	8	12	6	6	6	8	8	93	11%	0	N/A	N/A
Zone 03S - Dutton	6	4	10	5	5	11	8	7	10	5	6	6	83	10%	0	N/A	N/A
Zone 04S - Dutton	13	12	7	9	8	15	7	15	18	26	15	12	157	18%	0	N/A	N/A
Zone 05S - Dutton	0	0	0	0	0	0	0	0	13	6	7	13	39	5%	0	N/A	N/A
Zone 06S - Dutton	2	7	4	1	4	2	1	3	2	5	5	3	39	5%	0	N/A	N/A
Zone 07S - Dutton	5	4	5	4	6	3	3	3	6	4	6	2	51	6%	0	N/A	N/A
Zone 08S - Dutton	3	1	4	3	1	1	0	2	1	2	3	1	22	3%	0	N/A	N/A
Zone 09S - Dutton	7	7	8	3	8	6	6	5	7	8	7	12	84	10%	0	N/A	N/A
Zone 11R - Dutton	0	0	1	1	0	0	0	0	0	0	0	0	2	0%	0	N/A	N/A
Zone 12R - Dutton	0	1	2	0	2	1	0	0	2	0	0	1	9	1%	0	N/A	N/A
Zone 13R - Dutton	1	1	1	0	1	0	1	1	1	1	0	1	9	1%	0	N/A	N/A
Zone 14R - Dutton	0	1	1	0	3	1	0	1	1	0	0	1	9	1%	0	N/A	N/A
Zone 15R - Dutton	0	1	0	2	0	1	2	1	2	0	1	2	12	1%	0	N/A	N/A
Zone 16R - Dutton	0	0	2	0	2	1	0	3	2	1	2	0	13	2%	0	N/A	N/A
Zone 17R - Dutton	0	1	1	0	0	0	1	0	1	1	0	0	5	1%	0	N/A	N/A
Zone 18R - Dutton	0	0	0	1	0	0	0	0	0	1	0	0	2	0%	0	N/A	N/A
Zone 19R - Dutton	3	1	1	0	0	1	0	0	2	1	0	1	10	1%	0	N/A	N/A
Zone 20R - Dutton	1	0	1	3	2	0	1	1	0	0	1	1	11	1%	0	N/A	N/A
Zone 21R - Dutton	0	1	1	1	1	2	1	0	0	0	0	0	7	1%	0	N/A	N/A
Grand Total	66	68	71	48	67	77	69	64	99	81	72	81	863	100%	0	100%	N/A

District/Zone	2023												2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
Zone 22R - Dutton	0	1	1	0	1	0	0	0	1	0	0	0	4	0%	0	N/A	N/A
Zone 23R - Dutton	0	0	1	0	1	1	3	2	0	2	0	0	10	1%	0	N/A	N/A
Grand Total	66	68	71	48	67	77	69	64	99	81	72	81	863	100%	0	100%	N/A

Monthly Call Volume Year over Year

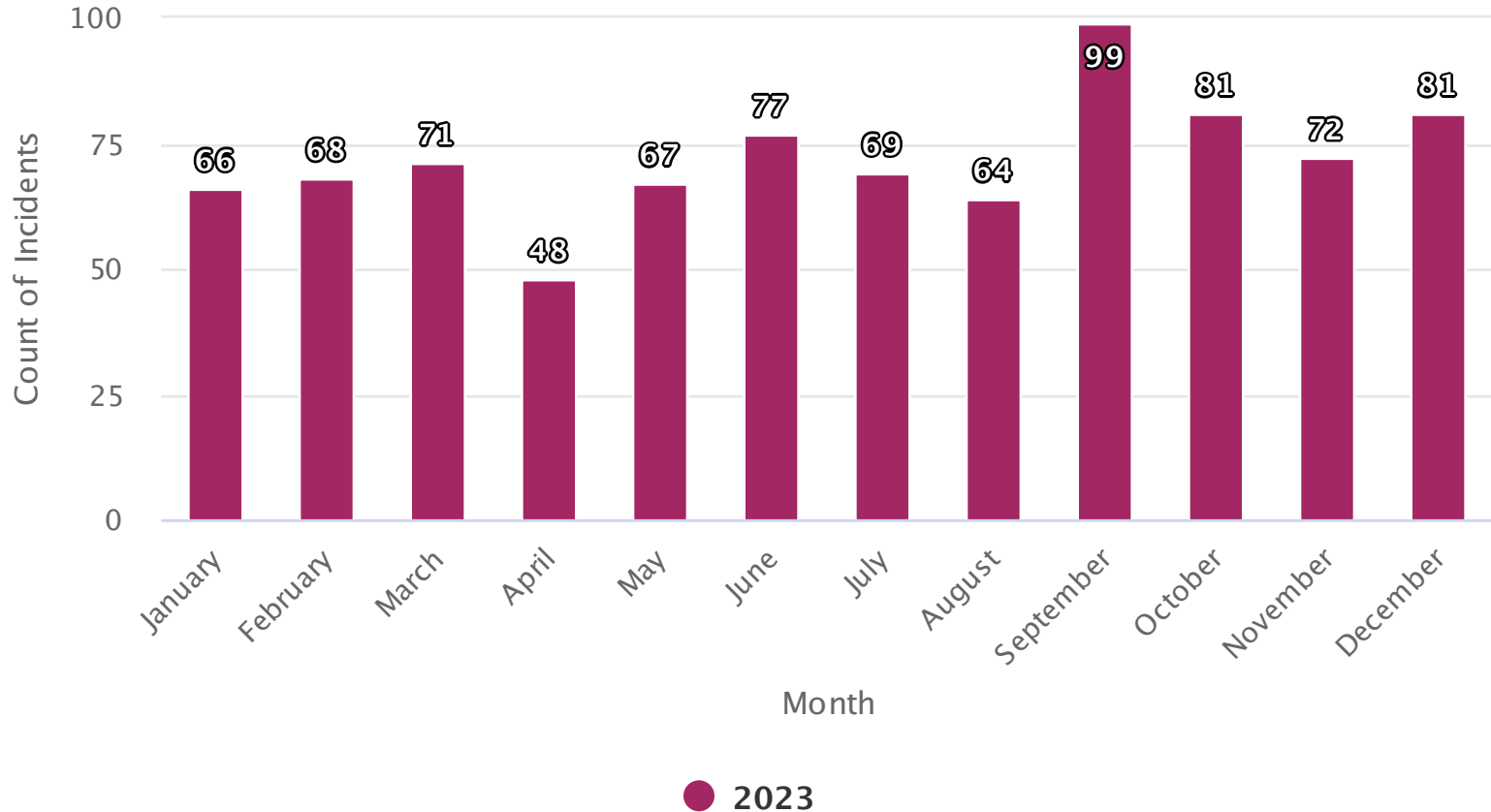
Jan 01, 2022 12:00 AM to Dec 31, 2023 11:59 PM



Month Name	2023		2022		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	66	8%	72	9%	-8.33%
February	68	8%	67	9%	1.49%
March	71	8%	62	8%	14.52%
April	48	6%	42	5%	14.29%
May	67	8%	68	9%	-1.47%
June	77	9%	53	7%	45.28%
July	69	8%	71	9%	-2.82%
August	64	7%	47	6%	36.17%
September	99	11%	81	10%	22.22%
October	81	9%	80	10%	1.25%
November	72	8%	68	9%	5.88%
December	81	9%	76	10%	6.58%
Grand Total	863	100%	787	100%	9.66%

Incidents by Month

Jan 01, 2023 to Dec 31, 2023



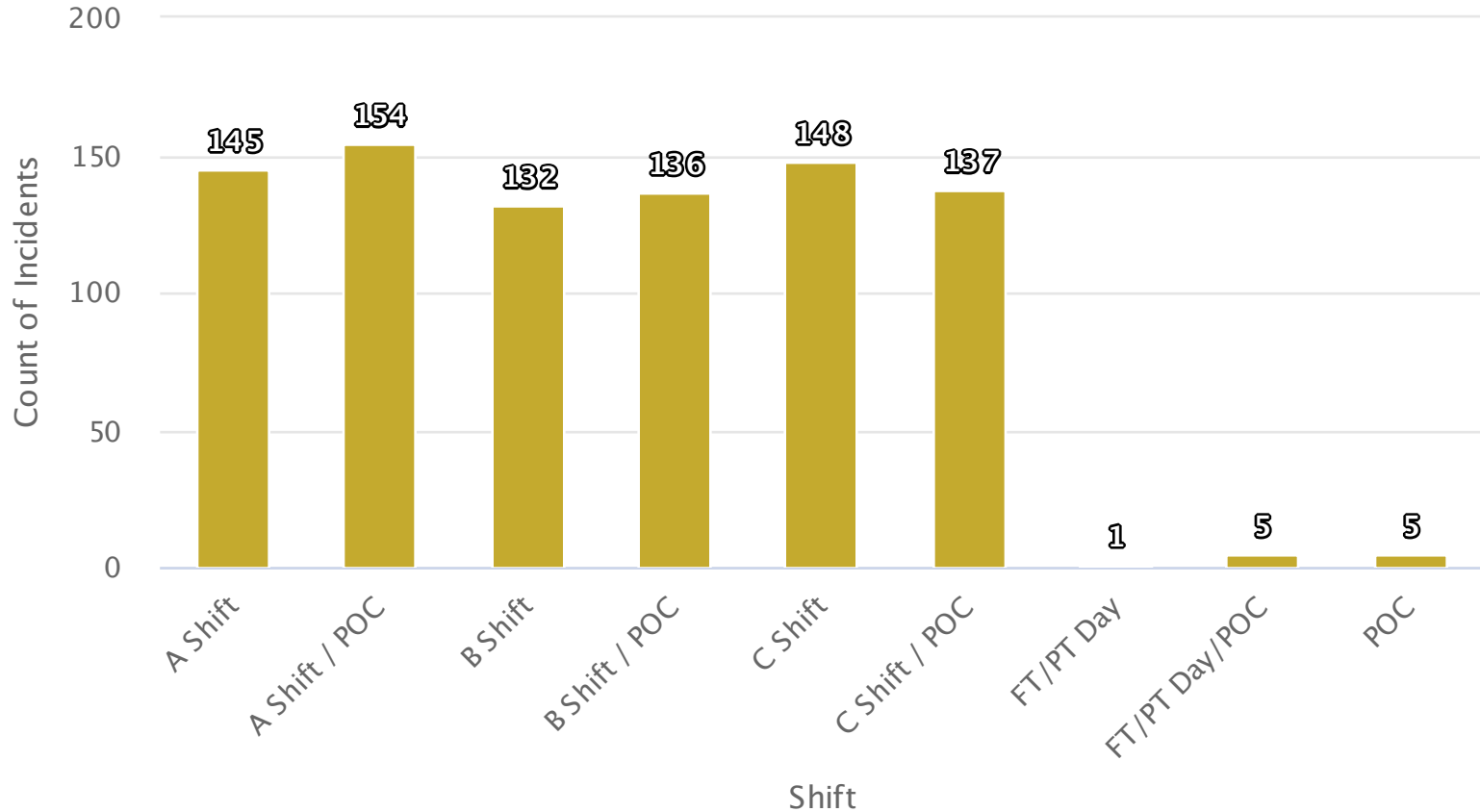
Incidents by Day and Hour

Jan 01, 2023 to Dec 31, 2023

Day of Week	Hour of Day																									
	0000	0200	0400	0600	0800	1000	1200	1400	1600	1800	2000	2200	2400	0000	0200	0400	0600	0800	1000	1200	1400	1600	1800	2000	2200	2400
Sunday	6	3	2	2	0	3	2	5	3	7	9	5	7	7	3	8	6	10	5	8	5	4	2	3		
Monday	1	1	4	2	1	1	4	5	8	4	5	7	6	6	6	6	5	9	9	3	2	7	4	1		
Tuesday	2	1	2	2	4	0	4	6	4	9	8	8	9	8	5	6	9	2	3	8	4	6	7	2		
Wednesday	2	1	3	3	3	2	1	3	7	10	9	8	8	13	7	9	5	7	6	11	7	5	4	7		
Thursday	5	2	1	1	3	2	6	7	8	6	6	11	9	5	7	12	5	11	11	9	6	5	5	3		
Friday	2	2	2	2	1	2	2	7	8	7	4	7	6	6	8	7	8	8	6	5	4	5	6	2		
Saturday	4	4	3	0	0	4	1	1	7	8	3	2	7	9	4	9	6	13	6	11	8	3	3	2		

Incidents by Shift

Jan 01, 2023 to Dec 31, 2023



Aid Given and Received Summary

Jan 01, 2023 to Dec 31, 2023



Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Byron Township Fire Department	0	0%	0	0%	2	0%	0	0%
Caledonia Township Fire Department	4	0%	1	0%	3	0%	7	0%
Cascade Township Fire Department	1	0%	0	0%	0	0%	0	0%
City of Kentwood Fire Department	11	0%	6	0%	2	0%	5	0%
Cutlerville Fire Department	12	0%	6	0%	86	0%	7	0%
Leighton Township Fire Department	1	0%	0	0%	0	0%	0	0%
Overall	29	100%	13	100%	93	100%	19	100%

Calls in Progress

Jan 01, 2023 12:00 AM to Dec 31, 2023 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	811	46.96%	8,391.35	95.79%
1 Call In Progress	861	49.86%	358.13	4.09%
2 Calls In Progress	53	3.07%	10.02	0.11%
3 Calls In Progress	2	0.12%	0.50	0.01%
Totals	1,727	100%	8,760	100%

Incidents by Category and Month

Jan 01, 2022 12:00 AM to Dec 31, 2023 11:59 PM

Incident Type Category	2023												2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
1 - Fire	3	9	2	3	9	15	9	1	5	5	5	7	73	3%	106	5%	-31.13%
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0	1	0	0	1	0	0	0	1	0	0	0	3	0%	1	0%	200%
3 - Rescue & Emergency Medical Service Incident	128	115	141	127	149	145	164	124	139	104	124	126	1,586	71%	1,615	73%	-1.80%
4 - Hazardous Condition (No Fire)	2	4	1	3	7	2	7	6	5	4	1	5	47	2%	49	2%	-4.08%
5 - Service Call	4	1	2	2	2	10	2	2	5	2	7	2	41	2%	58	3%	-29.31%
6 - Good Intent Call	27	12	24	21	22	18	15	22	15	15	14	29	234	10%	201	9%	16.42%
7 - False Alarm & False Call	17	16	20	10	9	15	25	21	31	15	18	18	215	10%	187	8%	14.97%
8 - Severe Weather & Natural Disaster	0	0	0	0	0	0	0	1	0	0	0	0	1	0%	3	0%	-66.67%
9 - Special Incident Type	3	3	2	2	6	4	3	4	0	6	1	4	38	2%	2	0%	1,800%
Grand Total	184	161	192	168	205	209	225	181	201	151	170	191	2,238	100%	2,222	100%	0.72%

Incidents by District/Zone

Jan 01, 2022 12:00 AM to Dec 31, 2023 11:59 PM

District/Zone	2023												2023		2022		YTD % Change
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
B1U - Byron Township	7	0	1	1	3	1	6	0	5	6	2	5	37	2%	0	0%	N/A
B2U - Byron Township	29	23	22	31	36	26	42	20	35	18	28	25	335	15%	2	20%	16,650%
B3U - Byron Township	15	8	11	13	12	10	7	8	11	6	7	11	119	5%	0	0%	N/A
B4U - Byron Township	15	24	24	5	26	31	24	19	15	14	18	13	228	10%	0	0%	N/A
B5S - Byron Township	2	0	4	0	0	1	2	1	0	2	0	0	12	1%	0	0%	N/A
B6S - Byron Township	8	14	16	11	12	14	11	16	9	8	11	13	143	6%	0	0%	N/A
B7R - Byron Township	0	0	1	1	1	4	0	3	1	2	0	2	15	1%	0	0%	N/A
B8R - Byron Township	1	1	0	0	0	0	2	1	0	1	2	0	8	0%	0	0%	N/A
Byron Township Fire	0	4	3	0	0	2	0	1	2	0	1	2	15	1%	0	0%	N/A
Dutton Fire Department	1	2	1	1	0	2	2	0	2	2	3	2	18	1%	0	0%	N/A
G1U - Gaines Township	40	20	48	41	45	43	60	44	50	38	31	39	499	22%	2	20%	24,850%
G2S - Gaines Township	20	16	16	21	20	28	18	22	11	12	16	17	217	10%	4	40%	5,325%
G3U - Gaines Township	22	23	26	15	26	19	29	19	38	23	28	31	299	13%	0	0%	N/A
G4S - Gaines Township	2	4	4	7	1	6	3	5	4	3	7	12	58	3%	1	10%	5,700%
G5S - Gaines Township	9	14	5	11	8	9	10	6	5	6	4	5	92	4%	0	0%	N/A
G6S - Gaines Township	6	1	1	1	3	0	1	4	3	3	3	2	28	1%	0	0%	N/A
G7R - Gaines Township	1	1	4	4	4	2	2	5	3	5	5	7	43	2%	0	0%	N/A
G8R - Gaines Township	1	1	1	0	0	2	0	1	1	0	0	1	8	0%	1	10%	700%
Kentwood	3	3	3	4	8	8	4	4	6	1	3	3	50	2%	0	0%	N/A
Wyoming	2	2	1	1	0	1	2	2	0	1	1	1	14	1%	0	0%	N/A
Grand Total	184	161	192	168	205	209	225	181	201	151	170	191	2,238	100%	10	100%	22,280%

Monthly Call Volume Year over Year

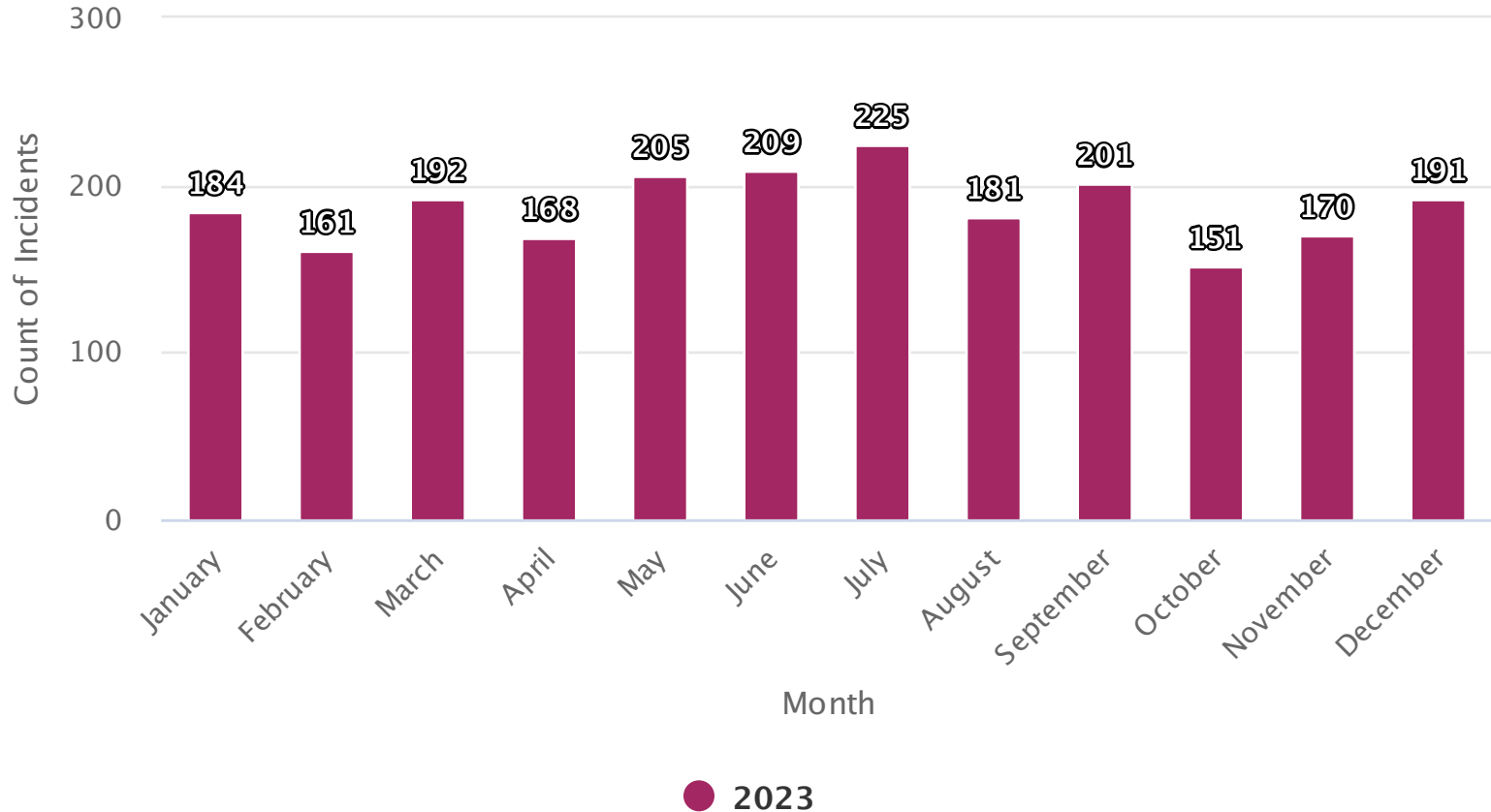
Jan 01, 2022 12:00 AM to Dec 31, 2023 11:59 PM



Month Name	2023		2022		YTD % Change
	Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
January	184	8%	166	7%	10.84%
February	161	7%	174	8%	-7.47%
March	192	9%	164	7%	17.07%
April	168	8%	180	8%	-6.67%
May	205	9%	216	10%	-5.09%
June	209	9%	176	8%	18.75%
July	225	10%	181	8%	24.31%
August	181	8%	177	8%	2.26%
September	201	9%	191	9%	5.24%
October	151	7%	167	8%	-9.58%
November	170	8%	204	9%	-16.67%
December	191	9%	226	10%	-15.49%
Grand Total	2,238	100%	2,222	100%	0.72%

Incidents by Month

Jan 01, 2023 to Dec 31, 2023



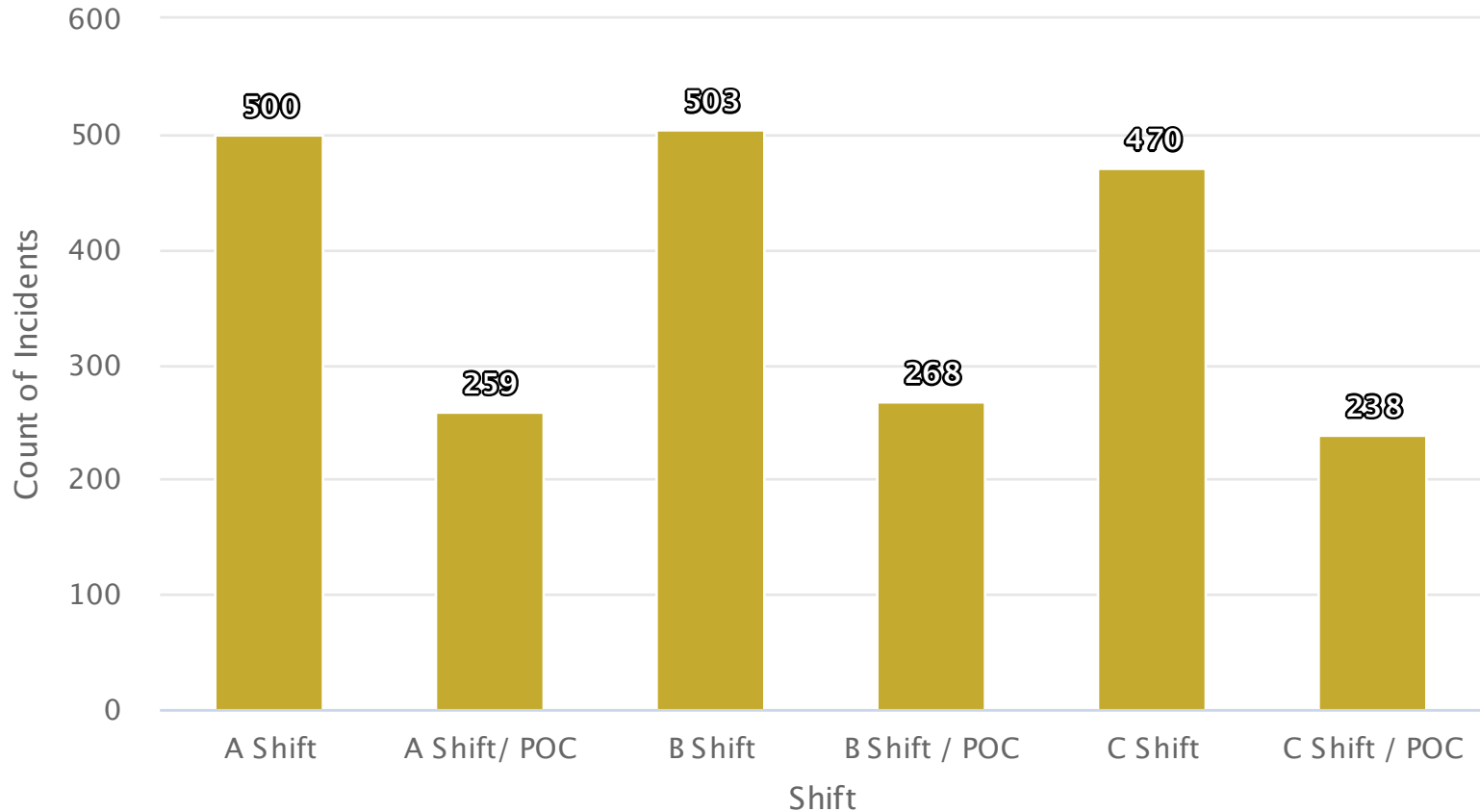
Incidents by Day and Hour

Jan 01, 2023 to Dec 31, 2023

Day of Week	Sunday	11	10	16	9	4	7	6	12	12	14	20	16	15	23	11	16	19	21	16	16	17	9	10	10
	Monday	6	4	13	5	6	7	7	12	17	12	11	22	21	17	17	17	11	25	19	16	19	18	10	9
	Tuesday	8	5	8	9	6	8	10	10	10	15	23	14	15	16	9	15	27	15	16	23	16	18	7	10
	Wednesday	10	7	4	7	2	9	6	16	17	16	16	20	17	17	14	23	19	16	14	25	16	17	15	12
	Thursday	6	11	7	4	8	3	11	14	15	8	15	20	16	21	17	25	16	22	20	15	15	8	16	16
	Friday	11	6	1	6	9	6	9	11	18	11	16	18	19	23	24	15	19	26	9	17	21	11	6	12
	Saturday	6	12	8	5	7	6	4	9	9	14	18	21	16	22	11	14	12	15	13	18	19	12	16	9
			0000	0200	0400	0600	0800	1000	1200	1400	1600	1800	2000	2200	Hour of Day										

Incidents by Shift

Jan 01, 2023 to Dec 31, 2023



Aid Given and Received Summary

Jan 01, 2023 to Dec 31, 2023

Fire Department	Automatic Aid Given	% of Total Automatic Aid Given	Automatic Aid Received	% of Total Automatic Aid Received	Mutual Aid Given	% of Total Mutual Aid Given	Mutual Aid Received	% of Total Mutual Aid Received
Byron Township Fire Department	6	0%	9	0%	3	0%	33	0%
City of Kentwood Fire Department	21	0%	21	0%	4	0%	8	0%
City of Wyoming Fire Department	4	0%	12	0%	4	0%	3	0%
Dutton Fire Department	6	0%	13	0%	7	0%	81	0%
Overall	37	100%	55	100%	18	100%	125	100%

Calls in Progress

Jan 01, 2023 12:00 AM to Dec 31, 2023 11:59 PM

Calls in Progress	Occurrences	% of Occurrences	Hours	% of Hours
0 Calls In Progress	2,044	45.65%	8,005.49	91.39%
1 Call In Progress	2,230	49.80%	718.36	8.20%
2 Calls In Progress	194	4.33%	34.78	0.40%
3 Calls In Progress	9	0.20%	1.27	0.01%
4 Calls In Progress	1	0.02%	0.09	0%
Totals	4,478	100%	8,760	100%



MEMO

Staff Communication-Discussion and Consideration Required

DATE: January 3, 2024
TO: Gaines Charter Township
FROM: Michael Alex Brew, Clerk
RE: MAMC Memo – Proposal 2022-2

SUMMARY OF TOPIC:

The Michigan Association of Municipal Clerks (MAMC) is concerned that Proposal 2022-2 has added many more responsibilities, changes, duties, and procedures to the election process. This is in addition to the statutory responsibilities already required of the Clerk's Department. Since the election responsibility changes of 2018, 2020, and now 2022, many veteran Clerks, Deputy Clerks, Clerk Assistants, Clerk's Department Workers, and election workers have left the profession taking their knowledge, experience, dedication, and talent due to burn-out, increased hours, lack of increased compensation and appreciation, work / life balance loss, and lack of increased staffing.

The Michigan Secretary of State, Jocelyn Benson, has addressed this issue in House and Senate hearings. She has expressed concern over the loss of experience and understanding of election law and procedures due to increased responsibilities. She has called on all municipalities to increase compensation for individuals associated with federal, state, and local elections.

Included with this memo is a statement from the MAMC outlining the Association's concerns with the changes in election responsibilities. This memo is included as the start of discussion that all municipalities must have as the election environment changes, duties and responsibilities increase, and the amount of time and personnel needed to run safe, accurate, and fair elections increase. With nine additional days

of voting, permanent ballot distribution, and additional changes to election law and procedures, the trend and expenses will only increase.

Not included with this memo is the Associations Sample Resolution for immediate increase in compensations and benefits for all election administrators.

GAINES CHARTER TOWNSHIP:

The personnel committee of Gaines Charter Township along with the Board of Trustees have added an additional part-time assistant, increased precinct worker wages, and increased the hourly pay of the Deputy Clerk since 2018. Gaines Charter Township has already experienced approximately double the amount of election related over-time since 2018.

BUDGET ACTION REQUIRED: NONE AT THIS TIME

No immediate changes are asked for at this time. Pending discussion, changes may be brought to the Board of Trustees in the future.

RECOMMENDATION:

Discussion pertaining to how Gaines Charter Township will address the additional responsibilities to the Clerk's Department and staff. This includes the substantial increase in costs related to conducting elections.



(<https://michigantownships.org>).

Shared Clerk Compensation Resolution Does Not Comply With Township Legal Requirements

We are aware that another association has sent out a statement and sample resolution that they are proposing be used by municipalities to address compensation for the new and expanded election responsibilities resulting from Proposal 2 of 2022 and follow-up legislation adopted for its implementation.

While we share the concerns for adequate compensation for all election officials (including clerks and other officials responsible for the election process), we cannot advocate for the use of a resolution that does not match the legal requirements and restrictions on the compensation of township clerks.

MTA supports townships paying township clerks an appropriate salary of the office for their very important duties, especially election functions. And we recognize that the greatly expanded election functions due to extensive amendments to the law in a short period of time, as well as increasing numbers of elections being scheduled, even in what would normally have been considered previously to be “off years,” means that all townships should review their lawful options for appropriate clerk’s compensation.

But there are major differences between the laws that govern counties, cities, villages and townships—particularly regarding what a township board member can be paid and how that is set, as compared to the other units where, for example, a city or village clerk might not be

elected/appointed, but is actually an employee. However, the sample resolution we have seen does not make any distinction and includes language that conflicts with state laws regarding the salaries of the township board offices. It is our opinion that this would not be a lawful resolution or approach for a township to use regarding a township clerk's salary of the office. This opinion however is not legal advice and you should consult your own township attorney for guidance.

In a township, the salary of the office of clerk as stated in the salary resolution for the office of clerk, is the ONLY compensation that a township clerk can receive for performing the statutory duties of the office of clerk. And any and all election administration duties of the office of clerk are statutory duties of the office of township clerk. *(If a clerk is appointed by the election commission to also serve as an election inspector for an election, then they would be an "election inspector" for those hours they serve on Election Day, and they would be paid what the township pays its election inspectors—BUT they cannot receive any other additional pay for their clerk's statutory election duties.)*

So, regardless of how many elections or early voting/registration days a township clerk might have in a given year, the salary of the office stated in the salary resolution is the most that can be paid to a township clerk for holding the office of clerk and performing the statutory duties of the office.

For this reason, MTA encourages townships to consider increasing the salary of the office of clerk, if at all possible.

There are three possible ways that the salary resolutions of the township board offices (*supervisor, clerk, treasurer, and trustee if the trustees in a township are paid a salary*) would be set in an individual township: 1) By the township board at any time, 2) By the annual meeting of the electors before a new fiscal year (*if the annual meeting is still held—uncommon*) or 3) By a salary compensation commission created by township board ordinance that meets every two years (*rare*).

Additional information is available in MTA's "Understanding Compensation for Township Officials and Employees"

packet, a presentation on setting board salaries

information



The Importance of Compensating Election Officials Appropriately

As our municipalities begin preparations for the 2024 election cycle, the Michigan Association of Municipal Clerks urges municipalities to acknowledge the critical importance of ensuring fair compensation for our dedicated appointed and elected clerks and election officials.

In a functioning democracy, the role of election officials cannot be understated. We are the unsung heroes who work tirelessly behind the scenes to ensure the integrity of the electoral process. Paying election officials appropriately is not just a matter of financial compensation; it's about upholding the very foundations of our democratic society.

Proposal 22-2 created a pivotal shift in making our local democratic processes more accessible, inclusive, and reflective of the diverse needs of our communities. The extension of the election period to include an additional nine days of in-person early voting will enhance voter participation, safeguard the integrity of our elections, and ensure that every voice is heard.

Considering this transition, we recognize that the increased duration of elections will place additional responsibilities on our appointed and elected clerks, as well as our election staff, who are at the forefront of managing and overseeing this crucial process. Therefore, it is imperative all election officials are fairly compensated for the dedication, hard work, and the added workload brought about by the extended election periods and added responsibilities required by law. The success of Proposal 22-2 hinges on our ability to maintain an engaged and motivated workforce to oversee our election process.

Here's why it matters:

1. **Incentive for Dedication:** Adequate compensation is a powerful motivator. Fair pay acknowledges the dedication of election officials and compensates them for carrying out their duties with the utmost integrity and commitment.
2. **Attracting Qualified Professionals:** Competitive compensation attracts the best and brightest to serve as election officials. Election administration requires precision, a high level of responsibility, and a deep understanding of election processes. Appropriate compensation will attract and retain qualified professionals.
3. **Professionalism and Accountability:** Appropriate compensation reinforces the professionalism and accountability of election officials. It communicates that their work is valued and that they are held to the highest standards, which is essential for a transparent and trustworthy electoral system.

4. **Reducing Turnover:** Inadequate compensation leads to high turnover rates among election officials. Retaining experienced election officials is essential to maintaining the continuity and reliability of the electoral process. Well-compensated staff are more likely to stay in their roles.
5. **Upholding Trust:** Trust in the democratic process is paramount. Paying election officials appropriately is a tangible demonstration of our commitment to a free and fair electoral system, which is essential for maintaining public trust.
6. **Effective Management:** Election officials deal with complex logistics, legal requirements, and public relations during elections. Appropriate compensation and benefits enable municipalities to attract and retain experienced management and ensures the smooth running of elections.
7. **Public Confidence:** When election officials are compensated appropriately, it reflects positively on the entire electoral system. It reassures the public that the election officials who are administering their elections are invested in handling their votes with professionalism, contributing to overall confidence in the democratic process.

To address this issue, we call upon municipalities to consider the following measures:

1. **Make a Plan:** Implement a compensation adjustment plan that provides additional financial support to appointed and elected clerks, and election staff, for their additional duties and responsibilities. This plan may include additional staffing and/or compensation.
2. **Wage Assessment:** Conduct a thorough wage assessment to ensure that clerks and election staff are compensated in-line with the other department directors or counterparts in other departments, considering the additional extended responsibilities associated with Proposition 2022-2 and 2018-3.
3. **Employee Support:** Provide additional support, resources, and benefits to assist clerks and election staff in effectively managing the challenges and complexities of the extended election period.

All municipalities benefit from the tireless efforts of clerks and Clerk's Office employees who play an indispensable role in the democratic process. It is essential for municipalities to value and appreciate the dedication of these public servants.

In summary, the pay and benefits for election officials are not expenditures but investments in the health of our democracy. It safeguards the integrity of elections, encourages dedicated professionals to serve, and upholds public trust. It is imperative that election officials are compensated appropriately and equitably, given the demands and responsibilities they shoulder.

The MAMC supports our member clerks in their efforts to work collaboratively with their municipalities to ensure that the implementation of new election duties is smooth, fair, and successful in all respects.

**MINUTES OF GAINES CHARTER TOWNSHIP BOARD
FOR THE REGULAR 7:00 PM MEETING
December 11, 2023**

Present: Supervisor DeWard, Clerk Brew, Treasurer Lemke, Trustees Fryling, Haagsma, Terpstra, VanderStel

Absent with notice: None

Opening prayer was given by Board Member Terpstra and the Pledge of Allegiance was recited

1. The meeting was called to order at 7:02 p.m. by Board Member DeWard.

2. Question of Conflict of Interest

None

3. Review of the Consent Agenda.

None

4. Meeting Agenda

Motion by Board Member Vander Stel and seconded by Board Member Terpstra to approve the proposed agenda.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes, Board Member Haagsma absent at time of vote. Motion carried.

5. Communications ~ Non-action Informational Items

- a) **November 2023 Building Department Revenue Report**
- b) **November 2023 Dutton Fire Report**
- c) **November 2023 Cutlerville Fire Report**
- d) **November 2023 Community Police Officer's Report**
- e) **2023 Employee Holiday Luncheon Invitation**

6. Scheduled Speakers

None.

7. Recognition of Individuals and/or Delegations for agenda and non-agenda items.

Three township residents spoke on the private road waiver for Loretta View agenda item.

8. Public Hearings

A. Public Hearing for the Zoning Ordinance Text Amendment Chapter 7 – Medium and High-Density Residential Zoning District

Motion by Board Member Lemke and seconded by Board Member Haagsma to open the public hearing on the Zoning Ordinance Text Amendment Chapter 7 – Medium and High-Density Residential Zoning District.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

One contractor cautioned the board on making the regulations too restrictive which will make it difficult to meet the requirements and add to cost and building energy efficiency.

Motion by Board Member Lemke and seconded by Board Member Haagsma to close the public hearing on the Zoning Ordinance Text Amendment Chapter 7 – Medium and High-Density Residential Zoning District.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

9. Approval of the Consent Agenda

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to approve the Consent agenda, including the November 13, 2023 7:00 pm Township Board meeting minutes; General fund expenditures from 11/1/2023 through 11/30/2023 totaling \$303,935.31; Public Safety Special Assessment District expenditures totaling \$70,626.12; Building inspections totaling \$5,146.52; Water and sewer fund expenditures totaling \$0.00 with no checks being issued in November 2023; and Treasurer's report.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Haagsma - yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes. Motion carried.

10. New Business

A. Zoning Ordinance Text Amendment Chapter 7 – Medium and High-Density Residential Zoning District

Motion by Board Member Fryling and seconded by Board Member Lemke to table the Zoning Ordinance Text Amendment Chapter 7 – Medium and High-Density Residential Zoning District review and revisions.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

B. Tentative Preliminary Plat Review, Hoffman Meadows Phase II

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the Resolution for the tentative Preliminary Plat Review for Hoffman Meadows Phase II

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - no, Board Member Lemke - yes. Motion carried.

C. Private Road Waiver Request for Loretta View

Motion by Board Member Fryling and seconded by Board Member Haagsma to table the Private Road Waiver request for Loretta View.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

D. Final Preliminary Plat Review, Thornapple Farms Phases 1 - 6

Motion by Board Member Haagsma and seconded by Board Member Vander Stel to approve the final Preliminary Plat Review for Thornapple Farms Phases 1 - 6.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Vander Stel - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes, Board Member Terpstra - yes. Motion carried.

E. 48 / 96 Schedule for Firefighters

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the extension of the 48 / 96 schedule for Firefighters until the new union contract is negotiated.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Terpstra - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes, Board Member Vander Stel - yes, Board Member Brew - yes. Motion carried.

F. Proposed Changes to Poverty Exemption Guidelines

Motion by Board Member Lemke seconded by Board Member Vander Stel to approve the resolution for the 2024 Poverty Exemption Guidelines.

ROLL CALL VOTE: Board Member Lemke - yes, Board Member Vander Stel - yes, Board Member Fryling - yes, Board Member Haagsma - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes. Motion carried.

G. Sale of Dutton Retired Engine 67

Motion by Board Member Haagsma and seconded by Board Member Lemke to accept the offer of \$45,000 for the 2002 Dutton Fire retired Engine 67 Spencer Pumper.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Lemke - yes, Board Member Terpstra - yes, Board Member Vander Stel - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes. Motion carried.

H. PCI Contract

Motion by Board Member Vander Stel and seconded by Board Member Terpstra to approve the proposed Professional Code Inspectors (PCI) contract with fee schedule.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Terpstra - yes, Board Member Lemke - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Haagsma - yes. Motion carried.

I. 2024 Water and Sewer Rates

Motion by Board Member Vander Stel and seconded by Board Member Haagsma to approve the resolution establishing the 2024 Water and Sewer rates.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Haagsma - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Lemke - yes. Motion carried.

J. 2023 Budget Amendments

Motion by Board Member Vander Stel and seconded by Board Member Terpstra to approve the proposed 2023 Budget Amendments.

ROLL CALL VOTE: Board Member Vander Stel - yes, Board Member Terpstra - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Haagsma - yes, Board Member Lemke - yes. Motion carried.

K. Committee Appointments

Motion by Board Member Haagsma and seconded by Board Member Lemke to approve the 2024 Committee Appointments.

ROLL CALL VOTE: Board Member Haagsma - yes, Board Member Lemke - yes, Board Member Brew - yes, Board Member DeWard - yes, Board Member Fryling - yes, Board Member Terpstra - yes, Board Member Vander Stel - yes. Motion carried.

L. 2024 Meeting Schedule

Motion by Board Member Haagsma and seconded by Board Member Terpstra to approve the 2024 meeting schedule as presented.

VOICE VOTE: 7 Aye. 0 Nay. Motion carried on voice vote.

11. Public Comments

None.

12. Manager's comments

None.

13. Supervisor's comments.

None

14. Trustees comments

Staff Christmas party is next week.

Property insurance cost increase is due to policy changes and updates.

New Deputy Treasurer was appointed.

15. Adjournment

Board Member DeWard adjourned the meeting at 08:38 p.m.

Michael Brew, Clerk

Robert DeWard, Supervisor

01/02/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 12/01/2023 - 12/31/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
12/05/2023	GEN 2	33036	123.NET	TELECOMMUNICATIONS	853.000	265.000	251.50
12/05/2023	GEN 2	33038#	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	253.000	102.04
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	261.000	67.69
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	COVID TEST	727.000	261.000	150.60
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	SUPPLIES	727.000	701.000	43.09
				CHECK GEN 2 33038 TOTAL FOR FUND 101:			363.42
12/05/2023	GEN 2	33039	BUSINESS SYSTEM SOLUTIONS, INC	PRO SECURITY PACKAGE 2023	809.000	261.000	4,216.60
12/05/2023	GEN 2	33040	CHARTER COMMUNICATIONS	PRORATED CHARGES, RECURRING CHARGES	853.000	261.000	264.95
12/05/2023	GEN 2	33041	CINTAS CORPORATION #301	MAT	805.000	265.000	87.34
12/05/2023	GEN 2	33042#	CONSUMERS ENERGY	ELECTRIC	920.000	265.000	3,201.25
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	ELECTRIC	920.000	448.000	98.11
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	ELECTRIC	920.000	448.000	97.36
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	ELECTRIC	920.000	567.000	28.79
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	ELECTRIC	920.000	567.000	40.15
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	ELECTRIC	920.000	567.000	28.79
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	ELECTRIC	920.000	790.000	608.45
				CHECK GEN 2 33042 TOTAL FOR FUND 101:			4,102.90
12/05/2023	GEN 2	33043	ELECTION SOURCE	BALLOT BAGS	727.000	262.000	162.00
12/05/2023	GEN 2	33044	EVERETT'S LANDSCAPE MANAGEMENT INC	CONTRACT/ FALL	808.000	751.000	683.28

12/05/2023	GEN 2	33046	GFL ENVIRONMENTAL	RO WASTE	815.000	261.000	3,680.00
12/05/2023	GEN 2	33046	GFL ENVIRONMENTAL	WASTE	815.000	261.000	1,840.00
				CHECK GEN 2 33046 TOTAL FOR FUND 101:			5,520.00
12/05/2023	GEN 2	33049	HORIZON COMMUNITY PLANNING LLC	WORKING DRAFT CHAPTERS	808.000	701.000	2,875.00
12/05/2023	GEN 2	33051#	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	265.000	690.04
12/05/2023	GEN 2	33051	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	265.000	2,062.38
12/05/2023	GEN 2	33051	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	567.000	285.74
12/05/2023	GEN 2	33051	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	567.000	285.74
12/05/2023	GEN 2	33051	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	790.000	1,030.81
				CHECK GEN 2 33051 TOTAL FOR FUND 101:			4,354.71
12/05/2023	GEN 2	33052	JND SNOWPLOWING INC	SNOW PLOWING	808.000	446.000	2,357.14
12/05/2023	GEN 2	33054	LAMPHEAR SERVICE COMPANY INC	ANNUL MAINTENANCE	932.000	265.000	1,295.00
12/05/2023	GEN 2	33055	MEDMUTUAL LIFE	INSURANCE	717.000	261.000	368.55
12/05/2023	GEN 2	33056#	MEYERS CLEANING SERVICE INC	CLEANING	821.000	265.000	1,210.40
12/05/2023	GEN 2	33056	MEYERS CLEANING SERVICE INC	CLEANING	821.000	790.000	1,491.00
				CHECK GEN 2 33056 TOTAL FOR FUND 101:			2,701.40
12/05/2023	GEN 2	33057	MICHAEL BREW	MASTERS ACADEMY CONFERENCE	817.000	215.000	141.48
12/05/2023	GEN 2	33059	PLUMMERS DISPOSAL SERVICE	WHEELCHAIR UNIT,TRASH CART RENTAL	808.000	751.000	299.00
12/05/2023	GEN 2	33059	PLUMMERS DISPOSAL SERVICE	WHEELCHAIR UNIT, TRASH CART RENTAL	808.000	751.000	299.00
				CHECK GEN 2 33059 TOTAL FOR FUND 101:			598.00

12/12/2023	GEN 2	33067#	AMAZON CAPITAL SERVICES	PAPER, THANK YOU CARDS, EVELOPES ,STICKERS, M	727.000	215.000	98.16
12/12/2023	GEN 2	33067	AMAZON CAPITAL SERVICES	DESK FILE SORTER	727.000	215.000	13.19
12/12/2023	GEN 2	33067	AMAZON CAPITAL SERVICES	CABINET	979.000	215.000	269.04
12/12/2023	GEN 2	33067	AMAZON CAPITAL SERVICES	SUPPLIES,FASTENERS,CALENDAR	727.000	257.000	23.92
12/12/2023	GEN 2	33067	AMAZON CAPITAL SERVICES	SUPPLIES,FASTENERS,CALENDAR	727.000	261.000	162.97
12/12/2023	GEN 2	33067	AMAZON CAPITAL SERVICES	MEMBERSHIP FEE	832.000	261.000	499.00
				CHECK GEN 2 33067 TOTAL FOR FUND 101:			1,066.28
12/12/2023	GEN 2	33068#	AMBER VANDERMOLLEN	MILEAGE	817.000	215.000	144.76
12/12/2023	GEN 2	33068	AMBER VANDERMOLLEN	MILEAGE	817.000	262.000	107.42
12/12/2023	GEN 2	33068	AMBER VANDERMOLLEN	MILEAGE	963.001	567.000	7.86
				CHECK GEN 2 33068 TOTAL FOR FUND 101:			260.04
12/12/2023	GEN 2	33069#	ARROWASTE INC	MONTHLY CHARGE	822.000	265.000	160.94
12/12/2023	GEN 2	33069	ARROWASTE INC	MONTHLY CHARGE	822.000	567.000	63.80
12/12/2023	GEN 2	33069	ARROWASTE INC	MONTHLY CHARGE	822.000	790.000	80.80
				CHECK GEN 2 33069 TOTAL FOR FUND 101:			305.54
12/12/2023	GEN 2	33070	BCTV	FRANCHISE FEES	975.000	261.000	5,500.00
12/12/2023	GEN 2	33071	CLARK HILL	LEGAL FEE	802.000	257.000	55.00
12/12/2023	GEN 2	33071	CLARK HILL	LEGAL FEE	802.000	257.000	111.54
				CHECK GEN 2 33071 TOTAL FOR FUND 101:			166.54
12/12/2023	GEN 2	33073	CONSUMERS ENERGY	ELECTRIC	920.000	448.000	1,728.29
12/12/2023	GEN 2	33073	CONSUMERS ENERGY	ELECTRIC	920.001	448.000	104.58
12/12/2023	GEN 2	33073	CONSUMERS ENERGY	ELECTRIC	920.001	448.000	361.07
12/12/2023	GEN 2	33073	CONSUMERS ENERGY	ELECTRIC	920.001	448.000	125.88
12/12/2023	GEN 2	33073	CONSUMERS ENERGY	ELECTRIC	920.001	448.000	114.49
				CHECK GEN 2 33073 TOTAL FOR FUND 101:			2,434.31
12/12/2023	GEN 2	33074	FIRST BANKCARD CENTER	ELECTION MEALS	727.000	262.000	81.45
12/12/2023	GEN 2	33074	FIRST BANKCARD CENTER	ELECTION MEALS	812.000	262.000	1,174.18
				CHECK GEN 2 33074 TOTAL FOR FUND 101:			1,255.63

12/12/2023	GEN 2	33076	FIRST BANKCARD CENTER	MICHIGAN MUNICIPAL LEAGUE	832.000	172.000	425.00
12/12/2023	GEN 2	33077	FIRST BANKCARD CENTER	OIL	740.000	567.000	186.01
12/12/2023	GEN 2	33078#	FIRST BANKCARD CENTER	SWEATSHIRTS WITH LOGO	963.001	261.000	1,034.50
12/12/2023	GEN 2	33078	FIRST BANKCARD CENTER	SWEATSHIRTS WITH LOGO	901.000	701.000	110.00
				CHECK GEN 2 33078 TOTAL FOR FUND 101:			1,144.50
12/12/2023	GEN 2	33079	FIRST BANKCARD CENTER	CAKE	812.000	253.000	19.26
12/12/2023	GEN 2	33082	GREATAMERICA FINANCIAL SERVICES	CONTRACTSERVICES	808.000	261.000	917.00
12/12/2023	GEN 2	33083	INTERURBAN TRANSIT PARTNERSHIP	CONTRACT FOR DEC. 2023	860.000	596.000	627.79
12/12/2023	GEN 2	33083	INTERURBAN TRANSIT PARTNERSHIP	CONTRACT FOR DECEMBER 2023	860.000	596.000	3,065.09
				CHECK GEN 2 33083 TOTAL FOR FUND 101:			3,692.88
12/12/2023	GEN 2	33085#	KENT COMMUNICATIONS INC	PRINTING NEWS LETTER, INSERT SORT AND MAIL	903.000	253.000	503.68
12/12/2023	GEN 2	33085	KENT COMMUNICATIONS INC	PRINTING NEWS LETTER, INSERT SORT AND MAIL	965.000	253.000	1,053.66
12/12/2023	GEN 2	33085	KENT COMMUNICATIONS INC	PRINTING NEWS LETTER, INSERT SORT AND MAIL	902.000	261.000	1,303.89
				CHECK GEN 2 33085 TOTAL FOR FUND 101:			2,861.23
12/12/2023	GEN 2	33087	LAMPHEAR SERVICE COMPANY INC	SERVICE LABOR	933.000	265.000	171.25
12/12/2023	GEN 2	33088	MAYNARDS WATER CONDITIONING LLC	SALT	932.000	265.000	189.60
12/12/2023	GEN 2	33089	OCEAN INC.	SECURITY SOFTWARE, CAMERAS	932.000	265.000	605.00
12/12/2023	GEN 2	33090	PITNEY BOWES GLOBAL FINANCIAL SRVCS	C SERIES IMI METER,C SERIES INTEGRATED SCALE	808.000	261.000	558.84

12/12/2023	GEN 2	33094#	THE SUN AND NEWS	DISPLAY PUBLIC HEARING, DISPLAY ORDINANCE	901.000	261.000	141.60
12/12/2023	GEN 2	33094	THE SUN AND NEWS	DISPLAY PUBLIC HEARING, DISPLAY ORDINANCE	901.000	701.000	106.20
				CHECK GEN 2 33094 TOTAL FOR FUND 101:			247.80
12/12/2023	GEN 2	33096#	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	808.000	261.000	234.00
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	1214 BLAIN CEMETERY EXPANSION	803.000	567.000	4,891.03
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	808.001	701.000	312.00
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	1222 OAK - NORTH	808.001	701.000	241.21
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	1254 ALLIANCE BEVERAGE PHASE 2	808.001	701.000	903.71
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	1276 SCHS CLASSROOMS ADDITION	808.001	701.000	702.00
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	1283 DUTTON CHR MS CLASSROOM AD	808.001	701.000	910.91
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	1284 HOFFMAN MEADOWS PHASE 2	808.001	701.000	187.00
				CHECK GEN 2 33096 TOTAL FOR FUND 101:			8,381.86
12/12/2023	GEN 2	33097	WEST MICHIGAN DOCUMENT SHREDDING LL	SHREDDING	808.000	265.000	40.00
12/18/2023	GEN 2	33100	ALL STAR PRINTING COMPANY	ENVELOPES/ TINTED,REGULAR,AND WINDOW ENVE	727.000	261.000	690.00
12/18/2023	GEN 2	33101#	AMAZON CAPITAL SERVICES	CHRISTMAS TREE LIGHTS,HOOKS,AND PARTY SUPPL	727.000	261.000	37.45
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	PAPER PLATES, ORNAMENTS,LIGHTS,CUPS ,PLASTIC\	727.000	261.000	149.29
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	TREE TOPPER	727.000	261.000	46.90
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	MONITOR	963.001	261.000	158.94
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	GRILL COVER ,BUBBLE PACKING WRAP	963.001	261.000	44.98
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	POWER CORD	979.000	262.000	29.67
				CHECK GEN 2 33101 TOTAL FOR FUND 101:			467.23
12/18/2023	GEN 2	33105#	DELTA DENTAL	MONTHLY CHARGE	717.000	171.000	114.61
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	172.000	173.95
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	215.000	268.30
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	257.000	208.96
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	371.000	79.60
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	443.000	39.80
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	701.000	54.55
				CHECK GEN 2 33105 TOTAL FOR FUND 101:			939.77

12/18/2023	GEN 2	33107	KAREN GEHRLS	MILEAGE, MEALS	812.000	257.000	39.21
12/18/2023	GEN 2	33107	KAREN GEHRLS	MILEAGE, MEALS	817.000	257.000	53.71
				CHECK GEN 2 33107 TOTAL FOR FUND 101:			92.92
12/18/2023	GEN 2	33108	KENT COUNTY TREASURER	TAXES	964.000	261.000	1,496.16
12/18/2023	GEN 2	33110	MLIVE MEDIA GROUP	NOTICE OF PUBLIC HEARING	901.000	701.000	288.08
12/18/2023	GEN 2	33111	RICHMOND STAMP WORKS INC	SHINY MARKING PRODUCT	727.000	701.000	91.07
12/18/2023	GEN 2	33112#	T-MOBILE	PHONES	853.000	171.000	24.92
12/18/2023	GEN 2	33112	T-MOBILE	MONTHLY CHARGE	853.000	215.000	43.30
12/18/2023	GEN 2	33112	T-MOBILE	PHONES	853.000	215.000	24.92
12/18/2023	GEN 2	33112	T-MOBILE	MONTHLY CHARGE	853.000	253.000	21.65
12/18/2023	GEN 2	33112	T-MOBILE	MONTHLY CHARGE	853.000	257.000	37.17
12/18/2023	GEN 2	33112	T-MOBILE	PHONES	853.000	443.000	24.92
12/18/2023	GEN 2	33112	T-MOBILE	MONTHLY CHARGE	853.000	701.000	10.05
				CHECK GEN 2 33112 TOTAL FOR FUND 101:			186.93
12/18/2023	GEN 2	33113	THYSSENKRUPP ELEVATOR CORP	MAX LINK MONITORING	808.000	265.000	360.00
12/22/2023	GEN 2	33114	ACCIDENT FUND	WORKERS COMPENSATION	719.000	261.000	2,230.96
12/22/2023	GEN 2	33115	AMAZON CAPITAL SERVICES	ZIPLOCK BAGS, EXTENSION CORD	727.000	261.000	33.39
12/22/2023	GEN 2	33115	AMAZON CAPITAL SERVICES	LABLES,IBUPROFENL, LYSOL, COFFEE MATE	727.000	261.000	115.44
				CHECK GEN 2 33115 TOTAL FOR FUND 101:			148.83
12/22/2023	GEN 2	33116	ANLAAN CORPORATION	BLAIN CEMETERY EXPANSION PROJECT	972.000	567.000	165,438.14
12/22/2023	GEN 2	33117#	BLOOM SLUGGETT	POST REZONING	802.000	261.000	72.00
12/22/2023	GEN 2	33117	BLOOM SLUGGETT	POST REZONING	802.000	701.000	1,639.00
				CHECK GEN 2 33117 TOTAL FOR FUND 101:			1,711.00

12/22/2023	GEN 2	33118#	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	171.000	204.50
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	172.000	204.49
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	215.000	1,920.74
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	253.000	594.23
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	257.000	2,841.67
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	443.000	1,003.47
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C 717.000	701.000	1,101.11
				CHECK GEN 2 33118 TOTAL FOR FUND 101:		7,870.21
12/22/2023	GEN 2	33119#	BURNHAM AND FLOWER AGENCY	GENERAL LIABILITY,EMPLOYEE BENEFITS LIABILITY, \ 958.000	265.000	27,787.72
12/22/2023	GEN 2	33119	BURNHAM AND FLOWER AGENCY	GENERAL LIABILITY,EMPLOYEE BENEFITS LIABILITY, \ 958.000	790.000	4,893.47
				CHECK GEN 2 33119 TOTAL FOR FUND 101:		32,681.19
12/22/2023	GEN 2	33121	BYRON TOWNSHIP TREASURER	BYRON PAYMENT	678.000	125.00
12/22/2023	GEN 2	33122	EVERETT'S LANDSCAPE MANAGEMENT INC	BRUSH HOG ADDITION	808.000	329.00
12/22/2023	GEN 2	33122	EVERETT'S LANDSCAPE MANAGEMENT INC	PRAIRIE WOLF PARK - PRUNING	808.000	3,456.00
				CHECK GEN 2 33122 TOTAL FOR FUND 101:		3,785.00
12/22/2023	GEN 2	33123	FIRST UNUM LIFE INSURANCE COMPANY	SHORT TERM AND LONG TERM INSURANCE	717.000	1,180.07
12/22/2023	GEN 2	33124	GORDON WATER	WATER DELIVERED, COOLER RENT	808.000	43.79
12/22/2023	GEN 2	33125	KENT COMMUNICATIONS INC	VOTER INFORMATION BROCHURE MAILING	900.000	4,157.70
12/22/2023	GEN 2	33125	KENT COMMUNICATIONS INC	2024 AV BALLOT,ABVA- REQUEST SET UP, PROCESSI	900.000	2,189.19
12/22/2023	GEN 2	33125	KENT COMMUNICATIONS INC	VOTER INFORMATION BROCHURE MAILING	965.000	3,134.71
12/22/2023	GEN 2	33125	KENT COMMUNICATIONS INC	2024 AV BALLOT,ABVA- REQUEST SET UP, PROCESSI	965.000	1,978.68
				CHECK GEN 2 33125 TOTAL FOR FUND 101:		11,460.28
12/22/2023	GEN 2	33126	KENT COUNTY CLERKS ASSOCIATION	2024 MEMBERSHIP	832.000	35.00
12/22/2023	GEN 2	33128	LAMPHEAR SERVICE COMPANY INC	COMPLETETED ANNUAL MAINTENANCE	933.000	975.00

12/22/2023	GEN 2	33129	MINER SUPPLY COMPANY	LINERS, BATH TIS. TOWEL	727.000	790.000	229.69
12/22/2023	GEN 2	33130	PLAINFIELD CHARTER TOWNSHIP	WMME MEMBERSHIP 2023- 2024	832.000	172.000	200.00
12/22/2023	GEN 2	33131	STAR 2 STAR COMMUNICATIONS	TELECOMMUNICATIONS	853.000	261.000	841.01
12/22/2023	GEN 2	33132	TOTAL FIRE PROTECTION	INSPECTION, TESTING, REPLACED CEILING TILE IN BA	933.000	265.000	2,639.50
12/28/2023	GEN 2	33135#	AMAZON CAPITAL SERVICES	BATTERY BACK UP AND SURGE PROTECTOR	727.000	261.000	121.91
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	TAPE	727.000	262.000	115.16
				CHECK GEN 2 33135 TOTAL FOR FUND 101:			237.07
12/28/2023	GEN 2	33136	BURNHAM AND FLOWER AGENCY	ADD TERRORISM,2010 GMC #7981,2023 PIERCE	958.000	261.000	560.50
12/28/2023	GEN 2	33137	CINTAS CORPORATION #301	BLACK MAT	805.000	265.000	87.34
12/28/2023	GEN 2	33138	CIVICPLUS LLC	FULL SERVICE SUPPLEMENTATION SUBSCRIPTION	727.002	701.000	934.50
12/28/2023	GEN 2	33139#	CONSUMERS ENERGY	ELECTRIC	920.000	265.000	3,374.69
12/28/2023	GEN 2	33139	CONSUMERS ENERGY	ELECTRIC	920.000	448.000	110.21
12/28/2023	GEN 2	33139	CONSUMERS ENERGY	DIV STREET LIGHTS	920.001	448.000	113.28
12/28/2023	GEN 2	33139	CONSUMERS ENERGY	ELECTRIC	920.000	567.000	28.79
12/28/2023	GEN 2	33139	CONSUMERS ENERGY	LIB ELECTRIC	920.000	790.000	671.53
				CHECK GEN 2 33139 TOTAL FOR FUND 101:			4,298.50
12/28/2023	GEN 2	33140	CONSUMERS ENERGY	ELECTRIC	920.002	448.000	100.00
12/28/2023	GEN 2	33141#	DTE ENERGY	GAS	923.000	265.000	1,741.49
12/28/2023	GEN 2	33141	DTE ENERGY	GAS	923.000	790.000	511.59
				CHECK GEN 2 33141 TOTAL FOR FUND 101:			2,253.08

12/28/2023	GEN 2	33143	J&B MEDICAL SUPPLY	LIFEPAK CR,EXPRESS CHARGE-PAK	932.000	265.000	375.28
12/28/2023	GEN 2	33144#	KENDALL CONCRETE	CITY SIDEWALK REPLACEMENT 37'	963.001	262.000	900.00
12/28/2023	GEN 2	33144	KENDALL CONCRETE	CITY SIDEWALK REPLACEMENT 37'	973.000	790.000	3,200.00
				CHECK GEN 2 33144 TOTAL FOR FUND 101:			4,100.00
12/28/2023	GEN 2	33145#	KIM TRIPLETT	FLAGS AND PHONE	817.000	171.000	11.90
12/28/2023	GEN 2	33145	KIM TRIPLETT	FLAGS AND PHONE	853.000	171.000	12.50
12/28/2023	GEN 2	33145	KIM TRIPLETT	FLAGS AND PHONE	817.000	172.000	11.89
12/28/2023	GEN 2	33145	KIM TRIPLETT	FLAGS AND PHONE	853.000	172.000	12.50
				CHECK GEN 2 33145 TOTAL FOR FUND 101:			48.79
12/28/2023	GEN 2	33146#	MICHAEL BREW	MILEAGE	817.000	215.000	4.59
12/28/2023	GEN 2	33146	MICHAEL BREW	MILEAGE	817.000	262.000	17.68
				CHECK GEN 2 33146 TOTAL FOR FUND 101:			22.27
12/28/2023	GEN 2	33147	MIKE VISBARA	MILEAGE	817.000	257.000	325.14
12/28/2023	GEN 2	33148	MINER SUPPLY COMPANY	TWP RESTROOM SUPPLIES	821.000	265.000	229.24
12/28/2023	GEN 2	33149	ROBERT DEWARD	MILEAGE	817.000	171.000	172.25
12/28/2023	GEN 2	33150	T-MOBILE	PHONE ADJUSTMENT	853.000	261.000	32.48
				Total for fund 101 GENERAL FUND			310,755.11

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

01/02/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 12/01/2023 - 12/31/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
12/05/2023	GEN 2	33037	ACTIVE 911, INC.	SUBSCRIPTION FOR AN AGENCY	809.000	336.001	315.00
12/05/2023	GEN 2	33038#	AMAZON CAPITAL SERVICES	WRITING PADS	727.000	336.001	22.10
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	CERTIFICATE HOLDERS, PAPER TOWELS	727.000	336.001	77.29
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	POWER STRIP, LAPTOP CAR CHARGER	727.000	336.002	165.63
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	TOOL BAG, SOCKET HOLDER, PAPER TOWELS	727.000	336.002	45.98
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	TOOLS,SCREWS,TAPE	740.000	336.002	100.59
12/05/2023	GEN 2	33038	AMAZON CAPITAL SERVICES	TOOL BAG, SOCKET HOLDER, PAPER TOWELS	740.000	336.002	117.75
				CHECK GEN 2 33038 TOTAL FOR FUND 205:			529.34
12/05/2023	GEN 2	33039#	BUSINESS SYSTEM SOLUTIONS, INC	PRO SECURITY PACKAGE 2023	809.000	336.001	1,414.40
12/05/2023	GEN 2	33039	BUSINESS SYSTEM SOLUTIONS, INC	PRO SECURITY PACKAGE 2023	809.000	336.002	804.00
				CHECK GEN 2 33039 TOTAL FOR FUND 205:			2,218.40
12/05/2023	GEN 2	33042	CONSUMERS ENERGY	E;ECTRIC	920.000	336.002	833.25
12/05/2023	GEN 2	33045	GAINES WATER & SEWER FUND	SEWER USAGE	924.000	336.002	120.98
12/05/2023	GEN 2	33047	GORDON WATER	WATER DELIVERY,COOLER RENT	808.000	336.002	76.79
12/05/2023	GEN 2	33048	GRAND RAPIDS GRAPHIX	UNIFORMS	776.000	336.002	377.50
12/05/2023	GEN 2	33048	GRAND RAPIDS GRAPHIX	JERZEES	776.000	336.002	511.00
				CHECK GEN 2 33048 TOTAL FOR FUND 205:			888.50
12/05/2023	GEN 2	33050#	J&B MEDICAL SUPPLY	BRAUN IRRIGATION/UROLOGY	740.000	336.001	29.55
12/05/2023	GEN 2	33050	J&B MEDICAL SUPPLY	THERMOMETER	740.000	336.001	152.50
12/05/2023	GEN 2	33050	J&B MEDICAL SUPPLY	BRAUN IRRIGATION/UROLOGY	740.000	336.002	29.55
				CHECK GEN 2 33050 TOTAL FOR FUND 205:			211.60

12/05/2023	GEN 2	33051#	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	336.001	981.72
12/05/2023	GEN 2	33051	JACK'S LAWN & SNOWPLOWING, INC	SNOWPLOWING	819.000	336.002	981.72
				CHECK GEN 2 33051 TOTAL FOR FUND 205:			1,963.44
12/05/2023	GEN 2	33053	KENNETH VAN HALL	HALLOWEEN CANDY	727.000	336.002	91.95
12/05/2023	GEN 2	33058	PHOENIX SAFETY OUTFITTERS	EQUIPMENT	979.000	336.002	3,867.35
12/05/2023	GEN 2	33060	PRO-MOW LAWN CARE LLC	FALL CLEAN UP	935.000	336.001	339.00
12/05/2023	GEN 2	33062	RESCUE RESOURCES LLC	MAINTENANCE	932.000	336.002	592.50
12/05/2023	GEN 2	33063	WATERWAY MID-ATLANTIC LLC	HOSE TESTING, RETEST FEE	932.000	336.001	162.00
12/05/2023	GEN 2	33064#	WEX BANK	FUEL PURCHASES	741.000	336.001	103.86
12/05/2023	GEN 2	33064	WEX BANK	FUEL PURCHASES	741.000	336.002	1,267.43
				CHECK GEN 2 33064 TOTAL FOR FUND 205:			1,371.29
12/05/2023	GEN 2	33065	WITMER PUBLIC SAFETY GROUP INC	JOB SHIRT	776.000	336.002	200.60
12/12/2023	GEN 2	33066	ADVANCE AUTO PARTS PROFESSIONAL	3 ONYX TRONX	931.000	336.001	55.88
12/12/2023	GEN 2	33069#	ARROWASTE INC	MONTHLY CHARGE	822.000	336.001	128.79
12/12/2023	GEN 2	33069	ARROWASTE INC	MONTHLY CHARGE	822.000	336.002	53.52
				CHECK GEN 2 33069 TOTAL FOR FUND 205:			182.31
12/12/2023	GEN 2	33072	COMCAST	TELECOMMUNICATIONS	853.000	336.001	318.30
12/12/2023	GEN 2	33073	CONSUMERS ENERGY	ELECTRIC	920.000	336.001	968.47
12/12/2023	GEN 2	33075	FIRST BANKCARD CENTER	SUPPLIES	740.000	336.002	65.84

12/12/2023	GEN 2	33081	FOOT WORKS SHOE REPAIR	MEDICAL BAGS	932.000	336.001	80.00
12/12/2023	GEN 2	33084	J&K STERK PAINTING LLC	PAINTING	933.000	336.001	600.00
12/12/2023	GEN 2	33086	KLEYN MOBILE REPAIR LLC	INSPECTION /REPLACED ENGINE MOUNT	931.000	336.001	344.45
12/12/2023	GEN 2	33095	TOTAL FIRE PROTECTION	INSPECTIONS	933.000	336.002	510.00
12/12/2023	GEN 2	33098	WITMER PUBLIC SAFETY GROUP INC	PADDED SUSPENDER	776.001	336.001	76.39
12/12/2023	GEN 2	33099	ZYLSTRA DOOR INC	SERVICE CALL AND LABOR /CABLE	933.000	336.001	150.53
12/18/2023	GEN 2	33101#	AMAZON CAPITAL SERVICES	TAPE, CLEANER, HAND TOWEL, AND COFFEE	727.000	336.001	233.04
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	DISPLAYS	740.000	336.001	150.00
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	GLOVES, SOAP , POWER HDMI SPLITTER	740.000	336.001	161.98
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	DISPLAY CERTIFICATE	727.000	336.002	27.95
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	PLIER TONGUE GROOVE,ORGANIZER SOCKET HOLDE	727.000	336.002	25.44
12/18/2023	GEN 2	33101	AMAZON CAPITAL SERVICES	PLIER TONGUE GROOVE,ORGANIZER SOCKET HOLDE	740.000	336.002	103.88
				CHECK GEN 2 33101 TOTAL FOR FUND 205:			702.29
12/18/2023	GEN 2	33102	AUTO VALUE PARTS STORES	OIL DRY 40LB	740.000	336.002	111.92
12/18/2023	GEN 2	33103	AUTOZONE	A1 UNIVERSAL BL	931.000	336.001	21.38
12/18/2023	GEN 2	33104	BOUND TREE MEDICAL LLC	DEFIB PADS, RESTRAINT STRAPS LIMB HOLDER,HEAI	740.000	336.002	123.28

12/18/2023	GEN 2	33105#	DELTA DENTAL	MONTHLY CHARGE	717.000	336.001	643.48
12/18/2023	GEN 2	33105	DELTA DENTAL	MONTHLY CHARGE	717.000	336.002	599.60
				CHECK GEN 2 33105 TOTAL FOR FUND 205:			1,243.08
12/18/2023	GEN 2	33106	J&B MEDICAL SUPPLY	FACE MASK	740.000	336.001	46.90
12/18/2023	GEN 2	33109	MI STATE FIREMEN'S ASSOC	2024 MEMBERSHIP	832.000	336.001	75.00
12/18/2023	GEN 2	33112#	T-MOBILE	MONTHLY CHARGE	853.000	336.001	43.30
12/18/2023	GEN 2	33112	T-MOBILE	MONTHLY CHARGE	853.000	336.002	72.65
				CHECK GEN 2 33112 TOTAL FOR FUND 205:			115.95
12/22/2023	GEN 2	33114#	ACCIDENT FUND	WORKERS COMPENSATION	719.000	336.001	3,997.13
12/22/2023	GEN 2	33114	ACCIDENT FUND	WORKERS COMPENSATION	719.000	336.002	3,067.57
				CHECK GEN 2 33114 TOTAL FOR FUND 205:			7,064.70
12/22/2023	GEN 2	33115	AMAZON CAPITAL SERVICES	BATTERY	727.000	336.001	79.98
12/22/2023	GEN 2	33118#	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C	717.000	336.001	6,204.01
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C	717.000	336.002	7,796.65
				CHECK GEN 2 33118 TOTAL FOR FUND 205:			14,000.66
12/22/2023	GEN 2	33119#	BURNHAM AND FLOWER AGENCY	GENERAL LIABILITY,EMPLOYEE BENEFITS LIABILITY, '	958.000	336.001	26,129.16
12/22/2023	GEN 2	33119	BURNHAM AND FLOWER AGENCY	GENERAL LIABILITY,EMPLOYEE BENEFITS LIABILITY, '	958.000	336.002	33,967.90
				CHECK GEN 2 33119 TOTAL FOR FUND 205:			60,097.06
12/22/2023	GEN 2	33120	BUSINESS SYSTEM SOLUTIONS, INC	PS- FIREWALL AND SWITCH FOR DUTTON	979.000	336.002	945.00
12/22/2023	GEN 2	33120	BUSINESS SYSTEM SOLUTIONS, INC	PS- FIREWALL AND SWITCH FOR DUTTON	979.000	336.002	2,291.04
				CHECK GEN 2 33120 TOTAL FOR FUND 205:			3,236.04
12/22/2023	GEN 2	33127	KENT COUNTY TREASURER	GAINES CP OFFICER ,TOWNSHIP LAW FOR OCTOBER	820.000	301.000	162,509.95

12/22/2023	GEN 2	33131	STAR 2 STAR COMMUNICATIONS	TELECOMMUNICATIONS /DFD	853.000	336.002	466.58
12/22/2023	GEN 2	33132	TOTAL FIRE PROTECTION	INVESTIGATE DOORS	933.000	336.001	280.00
12/22/2023	GEN 2	33133	VECTORSOLUTIONS LEARNING	PROGRAMING /SOFTWARE/NETWORK	809.000	336.001	137.50
12/22/2023	GEN 2	33134#	WEX BANK	FUEL,OTHER PURCHASES,REBATES,AND REBATE REV	741.000	336.001	974.76
12/22/2023	GEN 2	33134	WEX BANK	FUEL,OTHER PURCHASES,REBATES,AND REBATE REV	741.000	336.002	17.18
				CHECK GEN 2 33134 TOTAL FOR FUND 205:			991.94
12/28/2023	GEN 2	33135#	AMAZON CAPITAL SERVICES	CFD LAUNDRY DETERGENT, LAMINATING POUCHES,	727.000	336.001	58.47
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	CFD LAUNDRY DETERGENT, LAMINATING POUCHES,	740.000	336.001	9.50
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	BACK UP LIGHT, DRYING CLOTHS, FLOOR CLEANER	727.000	336.002	47.50
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	BACK UP LIGHT, DRYING CLOTHS, FLOOR CLEANER	740.000	336.002	158.58
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	DFD BATTERIES	740.000	336.002	15.99
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	BACK UP LIGHT, DRYING CLOTHS, FLOOR CLEANER	931.000	336.002	38.66
12/28/2023	GEN 2	33135	AMAZON CAPITAL SERVICES	DFD TRAILER TAIL LIGHTS	931.000	336.002	30.97
				CHECK GEN 2 33135 TOTAL FOR FUND 205:			359.67
12/28/2023	GEN 2	33136	BURNHAM AND FLOWER AGENCY	ADD TERRORISM,2010 GMC #7981,2023 PIERCE	958.000	336.002	2,363.50
12/28/2023	GEN 2	33139	CONSUMERS ENERGY	ELECTRIC	920.000	336.002	958.77
12/28/2023	GEN 2	33141	DTE ENERGY	GAS	923.000	336.002	962.88
12/28/2023	GEN 2	33142	GORDON WATER	DFD WATER	808.000	336.002	76.79
12/28/2023	GEN 2	33151#	WEX BANK	DFD CFD FUEL	741.000	336.001	58.08
12/28/2023	GEN 2	33151	WEX BANK	DFD CFD FUEL	741.000	336.002	1,202.51
				CHECK GEN 2 33151 TOTAL FOR FUND 205:			1,260.59
12/29/2023	GEN 2	33152	COMCAST	DFD	853.000	336.002	184.43
				Total for fund 205 PUBLIC SAFETY SAD			274,605.00

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

01/02/2024

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP
CHECK DATE FROM 12/01/2023 - 12/31/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
12/05/2023	GEN 2	33061	PROFESSIONAL CODE INSPECTIONS INC	INSPECTIONS	808.000	371.000	7,260.00
12/12/2023	GEN 2	33080	FIRST BANKCARD CENTER	INT'L CODE COUNCIL INC	832.000	371.000	160.00
12/12/2023	GEN 2	33091	PROFESSIONAL CODE INSPECTIONS INC	INSPECTIONS	808.000	371.000	4,920.00
12/12/2023	GEN 2	33093	ROGER STERK	MILEAGE	817.000	371.000	74.67
12/12/2023	GEN 2	33093	ROGER STERK	MILEAGE	817.000	371.000	233.18
				CHECK GEN 2 33093 TOTAL FOR FUND 549:			307.85
12/12/2023	GEN 2	33096	VRIESMAN & KORHORN LLC	0085 MISCELLANEOUS ENGINEERING	808.000	371.000	579.41
12/18/2023	GEN 2	33112	T-MOBILE	MONTHLY CHARGE	853.000	371.000	43.30
12/22/2023	GEN 2	33118	BLUE CROSS HSA	MEMBERSHIP CHANGES/ADJUSTMENTS CURRENT C	717.000	371.000	2,951.92
				Total for fund 549 BUILDING INSPECTIONS DEPT			16,222.48

01/02/2024
WATER FUND

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

Check Date	Bank	Check #	Payee	Description	Amount
12/15/2023	WSCK2	5(E)	GAINES CHARTER TOWNSHIP	TAX PAYMENT POSTED TO W/S 7119 UNION	3.56
				TAX PAYMENT POSTED TO W/S 7119 UNION	6.28
				CHECK WSCK2 5(E) TOTAL FOR FUND 591:	9.84
12/15/2023	WSCK2	5737	APPLIED INNOVATION	TRACY PRINTER MAINT 11/22/23-2/21/24	86.17
12/15/2023	WSCK2	5738	BS & A SOFTWARE	SA ANNUAL SERV/SUPPORT 11/1/23-11/1/24	334.00
12/15/2023	WSCK2	5739	BYRON GAINES UTILITY AUTHORITY	OCT 23 OP, CAP EXP, MTRS	13,592.78
				OP PAYROLL INSP EXP	36,441.66
				OCT 23 OP, CAP EXP, MTRS	5,670.00
				OCT 23 OP, CAP EXP, MTRS	1,939.52
				WYOMING OCT WATER & SEWER	100,174.23
				CHECK WSCK2 5739 TOTAL FOR FUND 591:	157,818.19
12/15/2023	WSCK2	5740	EASTBROOK HOMES	REFUND ACCOUNT WBDR-000965-0000-02	35.75
				REFUND ACCOUNT WBDR-000965-0000-02	16.78
				REFUND ACCOUNT WBDR-000965-0000-02	607.75
				CHECK WSCK2 5740 TOTAL FOR FUND 591:	660.28
12/15/2023	WSCK2	5741	EXTEND YOUR REACH	DEC 23 UTILITY BILLS	184.26
				NOV 23 UTILITY BILLS	180.31
				CHECK WSCK2 5741 TOTAL FOR FUND 591:	364.57

12/15/2023	WSCK2 5742	INTEGRITY BUSINESS SOLUTIONS	2024 WALL PLANNER CALENDAR	12.34
			20X36 CLEAR DESKPAD FOR COUNTER	10.42
			CHECK WSCK2 5742 TOTAL FOR FUND 591:	22.76
12/15/2023	WSCK2 5743#	VRIESMAN & KORHORN	STORAGE TANK	780.00
			STORAGE TANK	1,797.28
			2ND WATER SYS CONNECTION	390.00
			RATE STUDY	117.00
			GPS UTILITY PICKUP	1,467.07
			MISC WATER SYS	1,008.09
			W/S BGUA ADMIN	697.50
			RATE STUDY	273.00
			GPS UTILITY PICKUP	1,371.65
			MISC WATER SYS	332.50
			CHECK WSCK2 5743 TOTAL FOR FUND 591:	8,234.09
12/24/2023	WSCK2 5744	BEEKE INVESTMENTS LLC	UB refund for account: EASA-007190-0000-	5.29
			UB refund for account: EASA-007190-0000-	0.43
			CHECK WSCK2 5744 TOTAL FOR FUND 591:	5.72
12/24/2023	WSCK2 5745	BYRON GAINES UTILITY AUTHORITY	NOV 23 WYOMING W/S & FYE RECONCILIATION	241,220.09
12/24/2023	WSCK2 5746	GAINES TOWNSHIP GENERAL FUND	2023 3RD QTR GEN FUND REIMBURSEMENT	6,591.13
12/24/2023	WSCK2 5748	GILBERT, MARK	REFUND FOR ACCOUNT: 73RD-001057-0000-02	3.40
			REFUND FOR ACCOUNT: 73RD-001057-0000-02	1.38
			CHECK WSCK2 5748 TOTAL FOR FUND 591:	4.78
	WSCK2 5750	ROTTMAN, DOUGLAS	REFUND FOR ACCOUNT: CDDR-006755-0000-02	104.34

12/24/2023

REFUND FOR ACCOUNT: CDDR-006755-0000-02

46.82

CHECK WSCK2 5750 TOTAL FOR FUND 591:

151.16

Total for fund 591 WATER FUND

415,502.78

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

01/02/2024
SEWER FUND

CHECK DISBURSEMENT REPORT FOR GAINES CHARTER TOWNSHIP

Check Date	Check #	Payee	Description	Amount
12/15/2023	5(E)	GAINES CHARTER TOWNSHIP	TAX PAYMENT POSTED TO W/S 7119 UNION	4.94
12/15/2023	5737	APPLIED INNOVATION	TRACY PRINTER MAINT 11/22/23-2/21/24	86.18
12/15/2023	5738	BS & A SOFTWARE	SA ANNUAL SERV/SUPPORT 11/1/23-11/1/24	334.00
12/15/2023	5739	BYRON GAINES UTILITY AUTHORITY	OCT 23 OP, CAP EXP, MTRS	8,575.16
			OP PAYROLL INSP EXP	24,515.87
			OCT 23 OP, CAP EXP, MTRS	1,939.52
			CITY OF GR SEWER OCT 23	13,917.13
			WYOMING OCT WATER & SEWER	168,085.56
			CHECK WSCK2 5739 TOTAL FOR FUND 590:	217,033.24
12/15/2023	5740	EASTBROOK HOMES	REFUND ACCOUNT WBDR-000965-0000-02	42.25
			REFUND ACCOUNT WBDR-000965-0000-02	13.20
			CHECK WSCK2 5740 TOTAL FOR FUND 590:	55.45
12/15/2023	5741	EXTEND YOUR REACH	DEC 23 UTILITY BILLS	184.26
			NOV 23 UTILITY BILLS	180.31
			CHECK WSCK2 5741 TOTAL FOR FUND 590:	364.57

12/15/2023	5742	INTEGRITY BUSINESS SOLUTIONS	2024 WALL PLANNER CALENDAR	12.35
			20X36 CLEAR DESKPAD FOR COUNTER	10.43
			CHECK WSCK2 5742 TOTAL FOR FUND 590:	22.78
12/15/2023	5743	VRIESMAN & KORHORN	RIVER BIRCH PH4	2,649.00
			THORNAPPLE FARMS PH 2	468.00
			THORNAPPLE FARMS TRUNK SEWER	1,756.00
			PRAIRIE WOLF STATION	600.50
			PINE REST	502.28
			THORNAPPLE FARMS	288.50
			ASHFORD WOODS	3,409.43
			RAPIDS DR EXT	594.00
			PRAIRIE WOLF STATION	459.21
			RATE STUDY	117.00
			GPS UTILITY PICKUP	1,467.07
			MISC SEWER SYS	535.50
			W/S BGUA ADMIN	697.50
			THORNAPPLE FARMS PH 2	623.00
			THORNAPPLE FARMS TRUNK SEWER	1,154.00
			THORNAPPLE FARMS	841.00
			ASHFORD WOODS	2,417.00
			RAPIDS DR EXT	135.00
			PRAIRIE WOLF STATION	522.50
			RATE STUDY	273.00
			GPS UTILITY PICKUP	1,371.65
			MISC SEWER SYS	342.00
			CHECK WSCK2 5743 TOTAL FOR FUND 590:	21,223.14
12/24/2023	5744	BEEKE INVESTMENTS LLC	UB refund for account: EASA-007190-0000-	4.67
			UB refund for account: EASA-007190-0000-	12.89
			CHECK WSCK2 5744 TOTAL FOR FUND 590:	17.56

12/24/2023	5745	BYRON GAINES UTILITY AUTHORITY	CITY GR SEWER NOV 23	14,090.01
			NOV 23 WYOMING W/S & FYE RECONCILIATION	334,228.21
			CHECK WSK2 5745 TOTAL FOR FUND 590:	348,318.22
12/24/2023	5746	GAINES TOWNSHIP GENERAL FUND	2023 3RD QTR GEN FUND REIMBURSEMENT	6,591.13
12/24/2023	5747	GIAR & SONS	UB refund for account: HLID-003258-0000-	29.98
12/24/2023	5748	GILBERT, MARK	REFUND FOR ACCOUNT: 73RD-001057-0000-02	1.08
12/24/2023	5749	MCDONALD PLUMBING	REFUND SEWER #1095 PERMIT FEE, 7271 WILLARD	50.00
12/24/2023	5750	ROTTMAN, DOUGLAS	REFUND FOR ACCOUNT: CDDR-006755-0000-02	36.83
			Total for fund 590 SEWER FUND	594,169.10

GAINES CHARTER TOWNSHIP
LAURIE J LEMKE, TREASURER
CASH, INVESTMENTS; CD'S , MM AND POOL ACCOUNTS
November of 2023

Date	Bank	Type	Amount	APR	Term	Maturity Date
101 GENERAL FUND						
	Macatawa Checking	Ckg	\$ 1,798,109.68	4.07%		
419	Sidewalk & Trails	Assigned	\$ 10,937.92			
420	CFD - Truck Fund	Assigned	\$ 400,000.00			
422	DFD - Truck Fund	Assigned	\$ (5,800.50)			
425	Cemetery	Assigned	\$ 10,000.00			
426	Township Hall & Grounds	Assigned	\$ 44,129.00			
427	Division Ave. Improvements	Assigned	\$ 24,000.69			
Total General Fund Checking			\$ 2,281,376.79			
Macatawa MM Savings						
PA245 of 1999	Building Department	Restricted	\$ 1,778,327.00			
PA188 of 1954	Streetlights	Restricted	\$ 110,565.00			
	GF Investment		\$ 777,675.93			
	Interest Paid to Date		\$ 73,223.09			
		127409	\$ 2,739,791.02	4.07%		
Investments						
2/4/1998	Kent Co. Pool - General	Pooled	\$ 1,171,771.96	3.06%		
5.19.2015	Michigan Class	Pooled	\$ 907,303.45	5.55%		
6.5.2023	CIBC	CD	\$ 550,000.00	5.20%	365 Days	6.4.2024
4.4.2023	Consumers Credit Union	CD	\$ 308,574.94	4.50%	18 Mos.	10.4.2024
			\$ 2,937,650.35			

GENERAL FUND TOTAL \$ 7,958,818.16

4.15.2022	Kent Co. Pool - ARPA Funds	Pooled	\$ 2,181,308.76	3.60%		
	DIVISION AVE CORRIDOR		\$ 15,586.06			
	TRUST & AGENCY		\$ 287,101.19			
	TAX FUND		\$ 69,721.47			
	PETTY CASH		\$ 265.25			

WATER & SEWER

Date issued	Bank	Type	Amount	APR	Term	Maturity Date
8.1.2021	Macatawa Bank	Checking	\$ 2,675,673.22	4.07%		
2/17/1998	Kent Co. Pool	Pooled	\$ 9,502,483.29	3.26%		
8.1.2017	Michigan Class	Pooled	\$ 1,651,555.67	5.55%		
6.1.2015	Consumers Credit Union	Share	\$ 27.74			
6.1.2015	Consumers Credit Union	MMM	\$ 366,496.33	3.50%		
12.1.2022	Huntington Investments	Meeder PF	\$-			
5.11.2023	Flagstar Bank	CD	\$ 1,005,196.32	4.74%	180 Days	11.7.2023
1.5.2021	Flagstar Bank	CD	\$ 250,506.96	5.69%	12 Months	1.5.2024
11.18.2022	Macatawa Bank	CD	\$ 750,000.00	3.15%	15 Months	2.16.2024
3.26.2023	Grand River Bank	CD	\$ 302,862.92	4.65%	12 Months	4.3.2024
4.7.2022	West MI Community Bank	CDars	\$ 308,392.96	3.92%	52 Weeks	4.4.2024
4.9.2023	Choice One Bank	CD	\$ 251,422.02	4.33%	12 Months	4.9.2024
6.1.2023	Choice One Bank	CD	\$ 1,002,774.76	5.13%	12 Months	6.1.2024
6.8.2023	West MI Community Bank	CDars	\$ 515,055.06	4.64%	52 Weeks	6.6.2024
7.21.2023	West MI Community Bank	CD	\$ 750,000.00	5.25%	365 Days	7.20.2024
8.10.2023	CIBC USA Bank	CD	\$ 1,013,066.66	5.40%	365 Days	8.9.2024
9.14.2023	Horizon	CD	\$ 1,081,139.20	5.06%	365 Days	9.19.2024
10.20.2022	Mercantile Bank of MI	CD	\$ 251,012.70	2.10%	365 Days	10.20.2023
6.19.2023	First National Bank of A	CD	\$ 518,219.01	4.40%	18 Months	12.17.2024
10.5.2023	Flagstar Bank	CD	\$ 1,059,556.17	5.08%	17 Months	3.3.2025

Restricted W&S Fees Committed \$ 23,255,440.99



MEMO

Staff Communication

DATE: January 8th, 2024

TO: Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Private Road Waiver Request for Loretta View

SUMMARY OF TOPIC:

Staff requests a waiver from the requirement to submit a maintenance agreement under Chapter 22, Section 2(E) "Non-Conforming Roads and Driveways, Serving Additional Properties without an Extension".

In early November staff approved a land division to split a parcel that has frontage on a road named Loretta View (see below). The parcel formerly included both the red and blue parcels and was owned by the Pylemans. The Wilsons purchased the red property. Staff failed to enforce the requirement to get a Road Maintenance Agreement (RMA) in place before the division was approved, and it isn't currently a



buildable parcel as it doesn't perc.

Loretta View is non-conforming in that there are more than five parcels and it's only built to Shared Street standards. The road is shared by eight property owners, so it is currently defined as a non-conforming "shared driveway" under 22.3(C). The road is about 16 feet wide so not conforming for a Private Street but does have a 66-

foot easement. A private street requires a 66-foot-wide easement, construction in conformance with Kent County Road Standards, and 26-foot width. It's in good condition and has a cul-de-sac with a radius of approximately 25 feet. The owners of property using Loretta View have a maintenance agreement in place that all are party to.

The Wilsons did intend to add a buildable parcel to Loretta View, which the ordinance allows without full scale upgrade to a Private Road. The ordinance allows up to two parcels to be added to non-conforming roads without full upgrade, and one other parcel (3371 Loretta View) obtained a building permit in May of 2021. This would be the second and final parcel to be added to Loretta View without a full upgrade to a private street.

When they applied to create a buildable parcel by reconfiguring lot lines on their new property, staff informed them they needed to get the RMA in place, but they were concerned that they will never be able to get existing users to agree to it, not knowing any of them. They stated they would not have purchased the lot if they knew this would be required to create a buildable parcel in that area. This left the Wilsons without the option to add a parcel without constructing a CA. 1,200 foot shared driveway from 76th Street, which would be prohibitively expensive.

ORDINANCES:

The ordinance does allow up to two parcels to be added to an existing access road without upgrades if certain stipulations are met. As noted above, 3371 Loretta View has used one of those two allowances.

Chapter 22.2 of the Zoning Ordinance reads:

E. Serving Additional Properties without an Extension. An existing lawful nonconforming private street or shared driveway may serve two (2) additional parcels, lots, or units without the need to upgrade the entire length and surface area of the private road or shared driveway to comply with the requirements of this Chapter, as long as:

- 1. It is not extended in length;*
- 2. The traveled surface and condition of the street or driveway are determined to be freely passable year-round for general traffic and emergency vehicles and is approved by the Zoning Administrator, after consultation with the Township Engineer, Building Official, and Fire Official; and*

3. An easement maintenance agreement is approved by the Township and is recorded or amended in full compliance with Section 22.9 of this Chapter.

In this case the request to add a new buildable parcel onto Loretta View meets the first two requirements, but not the third, and that is the subject of the waiver request.

Under 22.10 Modifications and Waivers an applicant may be granted a waiver from the Board if the request meets certain standards.

D. Standards of Approval. The following criteria shall be applied by the Township Board regarding a modification waiver:

1. Strict compliance with the requirement(s) would be unreasonable and unnecessarily burdensome because of prior construction; previously established easement arrangements; unique physical surroundings, shape, or topographical conditions of the property as distinguished from a mere inconvenience; or property dispute or economic hardship.

The applicable standard would create an economic hardship for the Wilsons as they invested in the purchase of property that they believed could be accessed from Loretta View. The Wilsons would not have bought the property otherwise. Staff did not clearly communicate that an RMA would be necessary for a new parcel, nor did staff understand the goal of the Wilsons to create a lot in this configuration.

2. The modification or waiver may be granted without detriment to the public safety, health, or general welfare, or damage to any other property by way of the utilization of alternative design features.

The Township Engineer evaluated the roadway and noted that it is in good condition, passable and adequate for the current volume of residential traffic. The cul-de-sac radius is about 25 feet, about 16 feet smaller than would be required.

3. The conditions upon which the request for a waiver or modification is based are unique to the property involved and not applicable generally to other properties or other private streets or shared driveways.

Normally, an RMA would be required prior to creation of a new parcel on a non-conforming street. In this case staff failed to enforce that provision of the ordinance, creating a unique situation.

4. Approval of a waiver or variance will not otherwise result in a violation of any other Township ordinance, including the Zoning Ordinance, or of any other requirement of law.

Approval of a waiver will not result in a violation of the ordinance.

5. The conditions making the waiver request necessary were not created by the applicant.

In this case, staff failed to enforce the requirement to get a RMA in place prior to the division of land, creating a practical difficulty for the current land owner.

FINANCIAL IMPACT:

There will be no financial impact to the Township.

BUDGET ACTION REQUIRED:

No budget action is necessary.

STAFF RECOMMENDATION:

The Board will need to determine whether staffs request for the waiver is reasonable considering;

- 1) The situation has come about due to staff's failure to enforce the ordinance creating a unique situation.
- 2) The addition of one more parcel to the existing RMA, is permitted under the ordinance.
- 3) It is staff's opinion that an additional single-family lot will not create a significant impact on the condition of the road in the long term.

RESTRICTIVE COVENANTS
and
PRIVATE DRIVE CONDITIONS
for

PROPERTY IN NW 1/4, SECTION 14, T5N, R11W,
GAINES TOWNSHIP, KENT COUNTY, MICHIGAN

WHEREAS BENTING & KAMMINGA LANDSCAPE, of 3149 44th STREET S.E.,
Grand Rapids, MI 49512, as owners of the following described land to wit:

SEE ATTACHMENT "A"

and as owners, desire to impose certain restrictive covenants and private drive conditions on said land, for the purpose of insuring the use of above described land for single family residential purposes only and for the further purpose of preserving and improving the attractive features of the property and the community and securing to each parcel owner the full benefit and enjoyment of his home, with no greater restrictions upon the free and undisturbed use of his property, than is necessary to insure the same advantages to other parcel owners.

THEREFORE, the above mentioned owners hereby covenant and agree to hereby impose the following restrictions and private drive conditions which shall be binding for a period of time as hereinafter set forth.

1. The following described premises shall be used as a joint private drive known as Country Lane Private Dr. for the benefit of all lands within said NW 1/4, Section 14, which abut thereto in accordance with the terms and conditions of this agreement:

Part of the South 1/2 NW1/4, Section 14, T5N, R11W, Gaines Township, Kent County, Michigan, described as: BEGINNING at the West 1/4 corner of Section 14; thence N00°33'03"W 577.93 Feet along the West line of Section 14; thence N89°59'07"E 250.0 feet along the South line of the North 750.0 feet of said South 1/2, NW 1/4; thence N00°33'03"W 47.0 feet; thence N89°59'07"E 40.40 feet; thence N00°33'03"W 500.0 feet; thence N89°59'07"E 1021.78 feet along the North line of the South 1/2, NW1/4; thence S00°29'48"E 1328.32 feet along the West line of the East 960.75 feet of the South 1/2, NW 1/4; thence S89°59'55"W 1697.93 feet along the East-West 1/4 line to the place of beginning.

a). The owners hereby grant and convey rights of ingress and egress to future property owners whose lands abut said private drive for entrance and exit to Hanna Lake Road.

b). The owners hereby agree to pay all costs for the construction of said private drive which shall be no less than 16 feet in width with a bituminous concrete surface. Said drive construction shall be completed no later than _____.

c). The cost of snow removal, and of sweeping and maintenance of the hard surface drive shall be borne equally by each homeowner who uses the drive for ingress and egress to their private residence. A majority of said homeowners shall agree upon the appropriate time for assuming and paying such obligations and such determination shall be binding upon all homeowners using said drive and shall be a lien upon the property of the homeowner thereof if not paid when declared to be due by such majority, and such lien may be recorded by such majority and enforced by them in the same manner as a mortgage is foreclosed through the Kent County Circuit Court.

2/22
3/1

231
206
2440

(4)

2. The following building restrictions and covenants are hereby imposed on said premises.

a). No building or structure of any kind shall be used for any purpose except a single family residential dwelling, or appurtenances thereto, and no structure shall be erected, altered, placed or permitted to remain on any such residential building site other than a residential dwelling not more than two and one-half ($2\frac{1}{2}$) stories or 35 feet in height, and a private garage for not more than three (3) automobiles and any other appurtenances to such residential dwelling.

b). The finished living area of each residential dwelling exclusive of open porches, carports, garages and unfinished basements shall not be less than 1,300 square feet. All buildings shall conform to the existing Gaines Township Zoning Ordinance.

c). No existing structure shall be moved on to any lot from an off-site location.

d). All buildings, including garages, shall be constructed of new materials only, and the exterior of all buildings shall be either wood, glass, brick or stone or a combination of these materials. Without limiting the foregoing, it is further provided that no exposed block, asbestos, cement shingles or metal siding (excluding metal siding which is painted or enameled or otherwise prepared by the manufacturer) shall be used; and concrete block or tile construction above ground shall be expressly prohibited unless its exterior surface shall be covered with stucco or other material approved by the Architectural Committee.

e). No lot or combination of lots shall be used for construction of a residential dwelling unless there is constructed on such lots or lot a garage or carport, either as a separate unit, or as a part of and included within the residential dwelling.

f). An Architectural Committee composed of ~~Gene Benting and Ron Kamminga~~, and two additional property owners as they shall appoint, reserve the right to approve the design and location of any structures. Prior to the commencement of any construction, a plot plan and architectural drawing shall be submitted to said Architectural Committee who shall have fifteen (15) days to approve or reject said plan. Said plans and plot plans shall conform to and be in harmonious with the external design and general quality of the then existing standards of the area, and as to location of the structure with respect to the topographical and ground elevations. No one other than said Architectural Committee shall have a right to enforce this paragraph. In the same event the Committee fails to approve or disapprove (in writing) within this fifteen (15) day period, or in any event if no suit to enjoin construction has been commenced prior to the completion of the structure, approval will not be required and the covenants requiring such approval shall be deemed to have been fully complied with. This paragraph shall be of no force and effect after ten (10) years from the date of recording of this instrument. Approval of such plans and plans shall be in the sole discretion of said Architectural Committee. In

the event of death, mental incompetency or resignation of any member of the Committee, the remaining member or members of the Committee shall have full authority to act for such Committee. A majority vote of the Committee in writing shall constitute approval of the Committee.

g). No obnoxious or offensive trade shall be carried upon any lot nor shall anything thereon which may be or may become an annoyance or nuisance to the neighborhood.

h). Construction once commenced on a building site must be completed within twelve (12) months from the date of commencement. Drain field must be kept in working condition. Any damage done by lot owner must be repaired at their expense.

i). No trailer, basement, garage house, or any other temporary type of dwelling or structure shall be used as a residence, either temporarily or permanently, on any lot, and construction of any residential dwelling once begun shall be completed within a reasonable time and in a workmanlike manner, and such completion shall occur prior to occupancy. Each lot used for dwelling purposes shall be suitably landscaped, and no accumulation of ashes, junk or other offensive objects or material shall be permitted to accumulate upon any lot.

j). No accessory building shall be constructed without written approval by the Architectural Committee. The Architectural Committee shall make such judgment based on the following concern:

1). Architectural compatibility with the residence and the adjoining properties.

2). Compliance with the Gaines Township Zoning Ordinance as it relates to accessory buildings.

3). Location of the building with respect to property lines & topography.

k). No animals, other than household pets, shall be kept on any parcel without written approval by the Architectural Committee. Household pets may not be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, order or unsanitary conditions.

On parcels containing five or more acres, the Architectural Committee may approve horses or other animals with the following conditions:

1). They may not be kept for breeding or commercial use.

2). They must be properly housed and fenced.

3). They may not adversely affect adjoining lot owners with respect to noise, odor or unsanitary conditions.

3. Term, etc. The rights and obligations hereunder, and the covenants and building restrictions shall run with the land and shall be binding on all grantees, heirs, assigns or any person taking from or through any owner of any parcel herein described. The covenants and building restrictions in Paragraph 2 shall remain in full force and effect until June, , and shall automatically be continued for succeeding periods of ten (10) years, unless a release or modification of restrictions signed by the then record owners of at least 60% of the parcels is filed with the public official who at that time is elected or appointed for the recording of deeds and like instruments in Kent County, Michigan.

4. Violations. If any owner or any person holding under or taking through or from any owner of any of the parcels shall violate any of the covenants heretofore set forth, it shall be the right of any lot owner or persons owning or holding under any lot owner to prosecute any proceedings at law or equity against the person or persons violating or attempting to violate any such covenant and restriction, and to prevent him or them from so doing and/or to recover damages or secure other relief for such violation.

5. Future Owners. Any grantee of any of the parcels in the restricted area, together with their heirs, grantees or assigns, by acceptance of deed of conveyance to any such lot hereby covenants and agrees to comply with and be

bound by all of the provisions in this Agreement set forth.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 20th day of April, 1990.

Witnesses:

Benting & Kamminga Landscape

Gene Benting
Gene Benting

Ron Kamminga
Ron Kamminga

NANCY MONTERUSSO
Notary Public, Kent County, MI
My Commission Expires Oct. 20, 1993

(8)

August 2, 2011

Jeff and Annette Boot
Bob and Joy Pylman
Roger and Chris Roosien
Randy and Karen Stehlik
Mark and Lauri Veneman
Brent and Sherri Verburg

We, the above, are all residents on Lorettaview private drive. We are all aware that Lorettaview drive is eroding. Each of us is doing our best to preserve our private drive.

At this time we are proposing that each of us pay \$400.00 per year to be deposited in Lake Michigan Credit Union by October 15 of each year. The money will be held and reimbursed to any of us for out of pocket as the road is repaired or to be paid for the yearly snowplow fees. (To be reimbursed for repairs, receipts will need to be collected and reviewed by two neighbors.)

The Veneman's will collect the yearly fee. If at any time any of the neighbors on Lorettaview would like to review records of deposit or distribution of funds the records will be provided. If a neighbor moves, the money will not be refunded to the neighbor. The hope is to eventually have enough money in the account to resurface/ repair/ re-do the private drive.

Please sign below if you are in agreement.

GAINES TOWNSHIP

1685 - 68th Street, S.E.
P.O. Box 8583
Grand Rapids, MI 49508
Office Phone: 698-6640

January 29, 1990

To Whom It May Concern :

Parcel 41-22-14-100-033 would have the full allotment of 4 splits of less than 10 acres available to it. As of June 1, 1995, the count would go to 0 and another 4 splits of 10 acres of less would be allowed.

Jim Uyl, Supervisor
Charter Township
of Gaines



MEMO

Staff Communication

DATE: January 8th, 2023

TO: Gaines Charter Township Board of Trustees

FROM: Dan Wells, Community Development Director

RE: Zoning Text Amendment– Chapter 7: Medium and High-Density Residential Zoning District

SUMMARY OF TOPIC:

The Planning Commission has recommended revisions to “Chapter 7: Medium and High-Density Residential Zoning District” to bring it into alignment with the 2023 Master Plan. Both the “Permitted Uses” and “Development Standards” were reviewed for each zoning category and draft changes have been made where adjustments are appropriate.

The current Residential-3 only includes apartments. The proposed amendment adds Village Neighborhood (VN) a mix of single detached and multiple family dwellings, all with individual entrances. This is an important distinction compared to multiple family housing (or apartments) that have shared entrances for two or more housing units. Apartments are proposed to be renamed Multi-Family Residential (MFR) and are subject to different setbacks depending on height. The current Residential-4 (mobile homes) are renamed Mobile Home Residential (MHR) but remain unchanged otherwise.

Village Neighborhood development will be on smaller lots than the Suburban Residential areas (currently RL-10 and RL-14) and must be served by utilities. The proposed changes also include requiring parks and open space amenities to be developed for the enjoyment and health of residents. Several new building standards are also included.

The proposed ordinance language allows for the development of housing in the “Village Residential” model laid out in the Master Plan. Previously the R-3 zone did allow for both townhouses and apartments but didn’t differentiate between the two types of

housing in terms of setbacks or development standards. Generally, Staff attempted to look at historical and existing development within the Township to inform suggested changes. For example, the Cutlerville area was developed in the 1930s and 1940s and was laid out with smaller (6200 – 7500 S.F.) lots in proximity to the business corridor. In some areas on the future land use plan Village Neighborhood is located adjacent to Neighborhood Commercial. Development in these areas is intended to place residents in proximity to service businesses which will help reduce some traffic congestion as the Township grows.

Summaries of the Master Plan descriptions of each zoning category are below.

Regarding the Village Neighborhood category:

The Village Residential is intended for residential uses just as the Suburban Residential area, but at moderately higher densities and incorporating two-family and multi-unit connected townhomes along with single family houses so that a neighborhood with mixed housing options is created. The Village Residential area is intended primarily for single family home development, both platted and unplatted, and may serve as a buffer between Suburban Residential and a variety of commercial or high density residential.

Apartments (MFR) are proposed to be treated differently to integrate multi-story buildings better into the Township. The Planning Commission recommends updating the setback and square footage requirements to be like other residential home types if apartments are two stories, and if three stories then they would need to meet more restrictive setbacks. This will have the effect of “stepping” a development with two stories around the property boundary and placing taller buildings at the center to avoid larger buildings looming over adjacent properties.

From the Master Plan:

The primary purpose of apartments is to house people in buildings with multiple dwelling units sharing a single entrance. They should be near commercial and recreational services, with good amenities and designs that are compatible with neighboring uses.

Multi-building apartment complexes may incorporate three story buildings, but only outside of a setback from property lines that would prevent a perception of looming buildings on the neighboring properties and rights-of-way.

SUMMARY OF CHANGES

Proposed alterations to the zoning ordinance “7.1 Description & Purpose” section are as follows:

1. Changed the “R-3/R-4” names to “Village Neighborhood” (VN), “Multiple Family Residential” (MFR) and Mobile Home Residential (MHR) which is easier to remember and more descriptive.

2. Note the differences between VN and MFR; VN with *single* entrances, and MFR with *shared* entries.

7.2 Permitted Uses Section:

1. Single family regulations follow those for low density residential.
2. Remove the “duplex” category, categories now are either “single” or “multi” with two or more units. Staff finds the term “duplex” unnecessary.
3. Number of units in the “nine-sixteen units” row has been increased to twenty-four units.
4. Additional regulations related to #2 above; applied a 150-foot setback from the property line if MFR (apartments) over two stories, and must offset the façade to prevent long monotonous walls.

7.3 Development Standards for Village Neighborhood:

No homes allowed without utility connections.

Minimum Lot Size: set to 6,500 Square feet for single detached home.

Minimum Lot Width: single detached home 50 feet, two or more units will be determined by home width plus 10 feet at ends, or at side street; this allows for townhouse site condos or plats to follow walls.

Front Yard Setbacks; reduced to 10 feet.

Side Yard, General; 5 feet minimum (requirement under fire code is 10 feet between buildings).

Street Side of a Corner Lot; reduced to 10 feet.

Rear Yard; reduced to 25 feet.

7.4 Specific Development Standards for the Village Neighborhood Zoning District

Stipulate that VN homes must be connected to utilities, and that driveways for multi-family must access collector roads rather than enter onto a primary arterial (e.g. 68th St, or Hanna Lake).

Stipulate that multi-unit homes can't add driveways onto major arterial roads. This has become a safety concern over the last few years.

Ensure housing diversity by stipulating certain percentages of detached vs attached house types, with a discretionary amount to be determined by the developer to react to market demand.

Added some specific parameters to require Traditional Neighborhood Design for VN; front porches with design elements, parking to the rear for attached homes. Added design guidelines regarding building materials and some physical layout standards.

Single or Two Family; similar as above but allow front garages. Garages must be recessed from the front building line, have decorative elements, and width limits are specified.

Building standards added; requirements for windows on walls, wall materials requirements for first and second floors. Requirement added to break up large expanses of walls with decorative elements to reduce monotony.

7.5 Development Standards for the “Multi Family Residential” Zoning District

Minimum Lot Size: Single family homes set to 6,500 SF like the VN district. Use a baseline lot size of 6,000 SF and add 2,000 SF per unit for multi-unit buildings.

Setbacks: Suggest using height to determine setbacks; 15 front/8 side/35 rear for two story buildings as in single family districts.

After PC consideration and zoning ordinance committee meetings, a 150-foot front/side/rear for 3 story apartments has been determined to be appropriate. Single- or two-story apartments would be allowed closer to the property boundary allowing use of the entire property.

7.6 Open Space Requirements

This is a new addition that establishes specific acreage requirements for open space based on a fraction of an acre per dwelling unit. After discussing the issue with Planning Commission and developers, a multiplier of 0.01 acres per unit and capping the size of required open space at 1.5 acres was determined to be adequate to serve new developments. For perspective, a football field is about 1.3 acres. The cap is recommended because park space larger than that may be difficult and overly expensive for HOAs to maintain.

The acreage could be made up of maintained park space, or preserved natural features, but does not include undevelopable lands in keeping with long standing practice.

FINANCIAL IMPACT:

The text amendment is not anticipated to have a direct financial impact on the Township.

BUDGET ACTION REQUIRED:

N/A.

PROCESS:

The Planning Commission has reviewed the proposed text amendment and held a public hearing. The Planning Commission recommended the Township Board of Trustees consider approval of the amendment to the zoning ordinance.

STAFF RECOMMENDATION:

Staff requests the Board review the proposed amendment to the Zoning Ordinance and direct staff to make modifications where it's necessary. If desired changes are considered substantial, the Board may direct Staff to send the changes to Planning Commission for further review.

The Planning Commission found that the building standards were in line with the Master Plan to create Traditional Neighborhood Development in the areas designated for Village Neighborhood zoning. Keep in mind these building standards will not apply to current RL-10 and RL-14 or "Suburban Residential" zones (although they may be applied to that zone later).

After consideration of comments heard at the first reading of the ordinance on November 13th, staff would like to offer a thought regarding building standards; staff recognizes that these standards may increase costs and could be considered overly prescriptive by developers.

One way to modify the standards may be to require a certain number of standards be applied, but not all, an "a la carte" approach.

Another may be to remove the standards that the Board doesn't feel are necessary, or to pare them down, e.g. transparency requirements on three sides of the home instead of all sides.

CHAPTER 7

Medium and High Density Residential Zoning Districts

Section 7.1 Description and Purpose

This Chapter presents the regulations of three Zoning Districts: the Village Neighborhood (VN), Multiple Family Residential (MFR) and the Mobile Home Residential (MHR). The intent of these districts is to establish medium and high-density residential neighborhoods that create neighborhoods that are safe, livable, attainable, and sustainable, and create a sense of community. Each home contributes to a neighborhood's context. Building placement, design, and parking location are all components that affect how walkable and safe a neighborhood is for children, the elderly, and the general community. Front porches, windows, and entries provide "eyes on the street" that contributes to the safety and security of a neighborhood.

- A. Village Neighborhood (VN)- This zoning district is intended to provide a residential mix of single and multiple family dwellings, all with individual entrances.
- B. Multiple Family Residential (MFR): This zoning district is intended to provide a residential mix of single family detached, and multiple family dwellings, with individual or shared entrances.
- C. Mobile Home Residential MHR: This Zoning District is intended to establish neighborhood areas which because of site conditions, land use compatibility and the availability of necessary public services and facilities, are best suited to permit high density single-family residential development where Mobile Homes and similar manufactured Dwellings may be permitted as principal Dwellings.

Section 7.2 Table of Permitted Uses

The following abbreviations apply to the Table of Permitted Uses

- P: The use is permitted by right in the district
- SPU: The use is permitted only if the Planning Commission grants a Special Use Permit for it after finding for applicable standards in this chapter and Chapter 19.
- NP: The use is not permitted in the district.

Use	Zoning Districts			Additional Use Regulations
	VN	MFR	MHR	
Residential Uses				
Detached Single Family Dwelling	P	P	NP	Section 7.6
Attached Accessory Dwelling	SPU	SPU	NP	See Section 19.9(D).
Two to Eight Unit Buildings	P	P	NP	Section 7.6

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Use	Zoning Districts			Additional Use Regulations
	VN	MFR	MHR	
Nine to Twenty-Four Unit Buildings	SPU	SPU	NP	1. Section 7.6 2. 16–24-unit MFR buildings must be constructed with a 5-foot minimum offset or corner to break up the long elevation.
Bed and Breakfasts	SPU	SPU	NP	See Section 19.9(E)
Mobile Home Parks	NP	NP	P	Subject to Chapter 25 “Site Plan Review”
State Licensed Residential Facility	P			
Foster Family Home	P			
Foster Family Group Home	P			
Institutional Uses				
Private Cemetery or Burial Ground	SPU	SPU	NP	See Section 19.9(F).
Nonprofit Organization	SPU	SPU	NP	
Place of Religious Worship	P			- Principal access must be from a primary arterial or collector street. - The minimum setback for both side and rear yards is 50 feet. - Maximum lot coverage of buildings or structures is 35%.
Schools	P			
Home Occupations	P			See Section 20.8 “Home Occupations”
Public Libraries, Museums, and Community centers	SPU	SPU	NP	See Section 19.9.
Public Parks or Preserves	P			
Outdoor recreational facilities	SPU			Specifically includes athletic fields, rinks or courts, golf courses, and similar activities – See Section 19.9(L).
Utility substations, and switching stations	SPU			See Section 19.9.
Other Uses				
Adult Day Care Home	P			
Adult Foster Care Small Group Home	SPU			See Section 19.9 (S)
Family Child Day Care Home	P			
Group Child Day Care Home	SPU			
Child Day Care Center	SPU			See Section 19.9 (T)

Section 7.3 Development Standards for the “Village Neighborhood” Zoning District

Development Standard	
Minimum Lot Size (square feet)	
Single Family	6,500
Two or More Units	4,000 per unit
Minimum Lot Width (feet)	

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Single Family	50
Two or More Homes	Home width + 10 feet at ends, or side street
Minimum Setbacks (feet)	
Front	10
Side	5 (zero if adjoining walls are fire protected)
Street Side	10
Rear	25
Reduced front and side setbacks may be authorized through the special land use process for properties within Sections 6 and 7 of the Township. See Section 4.20 Setback Averaging.	
Accessory Buildings: one detached 484 SF garage allowed, others must meet Residential Accessory Uses ordinance.	
Minimum Floor Area Requirements	
Single-family dwellings	• One story with full basement: 1080 square feet on first floor. • Two story with full basement: 650 square feet on the first floor above grade and 1200 square feet total above grade. • All other units (including bi-level and tri-levels): 1200 square feet total living area (includes basement).
Multi- ple Family Dwellings	• One story: 720 square feet per dwelling unit. • More than one story: 820 square feet per dwelling unit.
Maximum Building Height	35 feet or 2.5 stories, whichever is less.

7.4 Specific Development Standards for the VN Zoning District

- A. All VN housing shall be connected to water & sewer utilities and be fronted with sidewalks.
- B. Multi-unit homes shall not directly access a primary arterial road.
- C. For developments of eleven or more units the following unit mix will be used.

Number of Units	Single Family Detached	Single Family Attached	Discretionary
0-10	Any	Any	Any
11+	60%	20%	20%

D. General Building Standards – Five of the following seven standards (D.i through D.vii) shall be integrated into each of the residential units.

- i. Window transparency; a minimum ~~10% transparency on all~~ thirty square feet of windows on street facing house façades, and minimum of twenty square feet of windows on side and rear facades. Garage door windows do not count for transparency requirements.
- ii. First story wall materials; on all street facing façades must consist of exterior rated brick veneer, stone veneer, wood, or fiber cement siding. OR All gables shall be filled with decorative finishes that are a variation from the general siding.

- iii. Vinyl siding certified by the Vinyl Siding Institute with a thickness of 0.44mm or greater is required.
- iv. Non-street facing façade wall materials shall be visually divided by the use of belt coursing, awnings, windows or similar treatments to avoid large expanses of monotonous walls.
- v. Accessory buildings (including detached garages) with more than 200 square feet of floor area shall be designed to be compatible with the house by using consistent materials, detailing, and roofline, as determined by the ~~Planning Director~~Zoning Administrator.
- vi. Eaves and gable ends must be a minimum of twelve inches. An eave is the distance between the structure side wall to the fascia, not including the gutter.
- vii. A paved walk shall be provided for each unit connecting to the public sidewalk.

E. Single Family Detached Homes

- i. All residential units shall provide a pedestrian door facing the front lot line accessing the first story (front door may be elevated).
- ii. Each unit's front elevation must feature a street-facing porch five (5) feet in depth minimum, and the porch(es) will be a minimum 40% of the total length of the street-facing building façade.
- iii. If a garage door is located on a front setback facing elevation, it must be set back 5-five feet from the buildings front foundation line and feature a pent roof, or other projecting decorative element (e.g., awning, trellis, balcony, etc.) extending the width of the garage door(s). A single bay door must be a maximum of nine (9) feet wide, and a two-bay door must be a maximum of sixteen (16) feet wide. If two doors are present, they must be divided by a minimum one-foot-wide column. The garage may also be in the rear yard, have side yard access, or face back lot line (alley access) with no width limits.

F. Two or More Units

- i. All residential units shall provide a pedestrian access to ground floor level story (front door may be elevated).
- ii. All residential units shall provide a pedestrian door facing the street/front lot line accessing the first story (front door may be elevated), excepting end or second story units which may face other yards. In the case of two-unit buildings, at least one shall face the street/front lot line.
- iii. Each pedestrian door must feature a stoop, covered entry, portico, or porch, along with a paved walkway connecting to a public sidewalk.
- iv. Garage must be in rear yard (with access via a side driveway or shared courtyard) or face back lot line (alley access), unless the Planning Commission determines there are physical constraints that exclude the ability to place garages at the back of the property (e.g. steep slopes in the back yard of the building). In this case garage doors must feature a pent roof, or other projecting decorative element (e.g., awning, trellis, balcony, etc.) extending the width of the garage door(s).

Section 7.5 Development Standards for the “Multi Family Residential” Zoning District

Development Standard	Square Feet
Single Family	6,500*
Single Family (without public sewer)	21,780*
Two to Twenty-Four Units	6,000 SF + 2,000 per unit
* Must meet standards under 7.6	
Reduced front and side setbacks may be authorized through the special land use process for properties within Sections 6 and 7 of the Township. See Section 4.20 Setback Averaging.	
Minimum Setbacks (feet): 1-2 story	
Front	15
Side	8
Street Side	8
Rear	35
Minimum Setbacks (feet): 3 story	
Front	150 for all
Side	
Street Side	
Rear	
Reduced front and side setbacks may be authorized through the special land use process for properties within Sections 6 and 7 of the Township. See Section 4.20 Setback Averaging	
Minimum Floor Area Requirements	
Single-family dwellings	• One story with full basement: 1080 square feet on first floor. • Two story with full basement: 650 square feet on the first floor above grade and 1200 square feet total above grade. • All other units (including bi-level and tri-levels): 1200 square feet total living area (includes basement).
Multi Family Dwellings	• 720 SF per dwelling unit • More than one story 820 square feet per dwelling unit
Maximum Building Height	35 feet or 2.5 stories, whichever is less.

7.6 Specific Development Standards for the MFR Zoning District

- A. Pedestrian entry door must feature a stoop, covered entry, portico, or porch, along with a paved walkway connecting to the sidewalk.
- B. Window transparency; a minimum 10% transparency on all façades. Garage door windows do not count for transparency requirements.
- C. First story wall materials; on all street facing façades must consist of exterior rated brick veneer, stone veneer, wood, or fiber cement, or similar siding.
- D. Vinyl siding certified by the Vinyl Siding Institute with a thickness of 0.44mm is required.
- E. Non-street facing façade wall materials shall be visually divided by the use of belt coursing, awnings, windows or similar treatments to avoid large expanses of monotonous walls.
- F. Eaves and gable ends must be a minimum of twelve inches. An eave is the distance between the structure side wall to the fascia, not including the gutter.

7.7 Public Park Requirements for VN and MFR Residential

In a multi-parcel development, parks and/or preserves are considered a necessary part of community infrastructure. Parks or Preserves will be maintained by an entity other than the Township unless agreed via resolution by the Township Board of Trustees. Parks do not include undevelopable land (e.g. wetlands, steep slopes, setbacks, dedicated easements or right-of-way) but may include;

- Stands of preserved mature trees with a maximum 1:3 width:depth ratio.
- Maintained portions of paved trail systems, even if they pass through otherwise undevelopable areas. Paved trail design must be approved by the Township Engineer.
- Areas or structures maintained for the enjoyment of otherwise undevelopable land that has recreational or aesthetic qualities (e.g. dock or boat launch on a waterbody).

The following shall be set aside for public recreational use at the following scale:

Number of Housing Units	Acreage at 0.01 acres per housing unit	Suggested Amenities
0 – 10	None required	None required
11 – 25	0.11 to 0.25 acre	Limited play equipment, seating, shelter or pavilion, fitness equipment
26 – 50	0.26 to 0.5 acre	Playground, picnic area, splash pad, grill area, fitness equipment
51 – 100	0.51 to 1.0 acre	Dog parks, walking/jogging paths, ball courts, dedicated parking
101 – 150+	1.01 to 1.5 acres (max required)	Skate facilities, ball field, toilet facilities

The Planning Commission may waive a portion of the park requirements, if it finds that there is an equivalent investment in some other form of public amenity.

SECTION 7.8 Specific Development Standards for “MHR” Zoning District

All Mobile Home Parks shall be in conformance with all State laws and regulations governing Mobile Home Parks except as the same may be modified by the following conditions and requirements:

A. Setbacks and Buffers:

No Mobile Home or permanent Building shall be located closer than thirty-five (35) feet to a public right-of-way nor closer than ten (10) feet to: (1) another Mobile Home Park; or (2) a boundary line which is adjacent to or part of a Type II Buffer. In all other cases no Mobile Home or permanent Building shall be located closer than twenty (20) feet to the Mobile Home Park boundary line.

B. Minimum Site Area:

Each site within the Mobile Home Park shall have a minimum area of five thousand five hundred (5,500) square feet, provided; however, that said minimum site area may be reduced by not more than twenty percent (20%) if for each square foot of land gained through the reduction of the site below five thousand five hundred (5,500) square feet at least an equal amount of land shall be dedicated as open space.

C. Corner Sites:

No fence, Structure or planting over thirty (30) inches in height shall be located on any corner Mobile Home site within a triangle shaped area bounded on two sides by the edges of the adjacent internal roads and on the third side by a line drawn connecting the first two sides not less than forty (40) feet from the intersection of said interior street edges.

D. Street Requirements:

If two-way traffic is to be accommodated, the street pavement width shall be no less than twenty-four (24) feet. If only one-way traffic is to be accommodated, the street pavement width shall be no less than twenty (20) feet.

E. Parking Requirements:

Parking shall be provided in off-street parking bays with at least two (2) parking spaces for each site within the Mobile Home Park. Each parking space shall be not less than two hundred (200) square feet in area. Each parking bay shall be conveniently located in relation to the site for which it is provided. In addition to the two (2) required off-street parking spaces, one (1) additional parking space is permitted on each site provided it is hard surfaced and contains at least two hundred (200) square feet of area.

F. Access Streets:

Each Mobile Home Park shall be designed and located so that at least two (2) access streets provide a continuous route of travel throughout the park and provide exclusive access to a Primary arterial as designated on the Gaines Township General Development Plan, as amended. Except for restricted designated emergency exits, no ingress and egress shall be provided via neighborhood collectors, cul-de-sacs, or other local streets. No Mobile Home Park access street shall be located closer than one hundred twenty-five (125) feet to the intersection of any two (2) public streets; provided, however, that for double street or boulevard type access points the minimum distance to the intersection of any two (2) public streets shall be two hundred (200) feet.

G. Mobile Homes Sales:

The selling of new and/or used Dwellings as a commercial operation in connection with the operation of a Mobile Home Park is prohibited. Dwellings located on sites within the Mobile Home Park may be sold by the owner of the Dwelling or operator of the Park.

H. Underground Utilities:

All private and public utilities shall be installed underground.

I. Site Improvements:

Each dwelling shall be installed in accordance with the adopted Township Building Code, or in the case of mobile homes, shall be provided with a continuous pad of four (4) inches thick concrete running the full length and width of the mobile home or a twenty-four (24) inch wide strip of concrete not less than six (6) inches total thickness beneath the entire perimeter of the mobile home with four (4) inches of compacted sand. In addition, each Mobile Home shall be installed pursuant to the manufacturer's set up instructions and pursuant to Rule 602 and 602(a) promulgated by the Michigan Mobile Home Commission. Each Mobile Home shall be secured to the premises by an anchoring system or device compatible with Rules 605 through 608 of the Michigan Mobile Home Commission. Skirting shall be installed along the base of each mobile home sufficient to hide the undercarriage and supports from view and conforming to the standards set forth in the rules of the Michigan Mobile Home Commission promulgated under 1976 Act 419, as amended.

J. Skirting:

Skirting shall be provided on all Mobile Homes and installed in accordance with the requirements of the Michigan Mobile Home Commission, R.125.1604, et seq., of the Michigan Administration Code.

K. Sidewalk:

Paved sidewalks shall be provided on both sides of all two-way Streets functioning as the main collector Street within the Mobile Home Park. Sidewalks shall be directly next to and parallel to the Street and may be used as curbs for the Street. All sidewalks shall be at least four (4) feet in width.

L. Streets and Parking Area:

All Streets and parking areas in a Mobile Home Park shall be paved with a hard surface which complies with the requirements of the Michigan Mobile Home Commission R.125.1922, et seq., of the Michigan Administrative Code.

M. Television Antennas:

Exterior television antennas shall not be permitted on individual Dwellings or Dwelling sites within a Mobile Home Park.

N. Ground Cover:

All exposed ground surfaces in the Mobile Home Park must be sodded, seeded, covered with ornamental stone, wood chips or other attractive ground cover. One (1) shade tree at least ten (10) feet in height when planted shall be provided for each two (2) sites.

O. Storage of Vehicles Other Than Automobiles:

The storage of campers, trailers, motor homes, boats, snowmobiles, and other Recreational Vehicles shall be permitted only in a Recreational Vehicle storage area designated for such use. Recreational Vehicle storage areas shall be screened by a solid-type screening device at least five (5) feet in height around its perimeter.

P. Miscellaneous Outside Storage:

The storage of any household personal items outside of any Dwelling is strictly prohibited except within an individual storage cabinet located upon the site or within a central storage area designated for such use. If storage cabinets or enclosed storage spaces are to be provided, not less than three hundred (300) cubic feet per Dwelling shall be devoted to such use. Individual accessory buildings or storage cabinets shall not cover more than two and one-half percent (2-1/2%) of the site area. This section shall not prohibit the enclosed storage of household or personal items beneath a Mobile Home.

Q. Common Open Space:

Each Mobile Home Park shall contain an open space area dedicated to common park use which is equal to no less than the area of land gained through the site reduction specified in Section 12.5(B) herein or an amount equal to no less than that required by the Michigan Mobile Home Commission, R.125.1946, et. seq., of the Michigan Administrative Code, whichever is greater.

R. Building Construction:

All buildings shall be constructed, erected, or installed in accordance with provisions of the adopted Township Building Code pertaining to at-site constructed housing.

Eastbrook Development Comments on Proposed Chapter 7: Medium and High Density Housing

Mike McGraw via Email 10/27/2023

There are things in here that I do have serious concerns over, now that I've had more time to read through the details. Some of the prescriptive construction requirements work AGAINST affordability and practicality from a construction standpoint.

- I'm generally against all forms of specific requirements when a governmental entity starts telling buildings exactly how to build their buildings. These never come off as they are intended and usually negatively impact our ability to be creative and build VALUE for our homeowners by putting money in the places they want to spend it.
- I still think the 10% transparency requirement is a problem if you are requiring that on all four sides. Can you give me an example of how you plan to measure that? I don't think its necessarily a problem for the front or rear, but the sides will be an issue. In high density settings, especially with detached housing types, you often will see an "inactive" side of one of the two units. That unit typically doesn't have any windows on the ground level because it is adjacent to the patio / outdoor living space for the other unit. See the attached photo. The side of the white building only has a couple of high transom windows up top. You wouldn't want any windows on the ground level due to the outdoor living space being used by the blue unit - the model. Every single house along these blocks are set up this way. I'd be happy to offer a tour to your PC and Board to explain this better. I guess I just don't see why the prescriptive window requirement is necessary. Let the builders build what people will buy.
- The hard board / stone / brick requirement at the first floor is also completely unnecessary. There are plenty of architectural styles where stone / brick are simply not appropriate and we almost never do the entire first floor. You'd be driving up the cost of every single house with this. For the architectural styles that really don't call for stone or brick (farm house, modern farm house, prairie), you are going to force builder to bring in cement board siding just for the front of the main floor, and then try to get it painted to match perfectly with the vinyl used on the 2nd floor and around the sides? That again is adding all kinds of cost and also bringing in practical concerns for long term appearance. There is no way those colors will always match. The paint will fade faster than the vinyl, or vice versa, and it will start to look weird. The spacing on the siding may also not match up just right. I just don't get this at all. I've seen stuff like this in other places and it simply causes problems. For the record, my personal residence has zero brick or stone on any façade (It only has two stone columns) and is 100% vinyl siding. It's a very attractive home and there are many others all around Grand Rapids that are all Million plus homes that feature vinyl siding and do NOT have anywhere near the entire first floor at front elevation done with stone, Brick, or hard board. Its simply not necessary and it often does nothing to help the overall appearance of the home.
- (7.4 – 4. i. and 7.4 – 5. i.) Front doors don't always face the front lot line. Sometimes they are turned 90 degrees. This requirement shouldn't be so specific that it says which way the door should face. I have many examples of this, but a quick one is the far left unit in the second attached photo. We do this in duplex buildings also. There are often times when it really HELPS the front elevation to put the door

on the side. Look at the attached set of building plans for MLTD12. This is a VERY attractive building, but the entry door is on the side for one of the two units. MLTD13025-26 is another example of this.

- (7.4 – 5. iii.) garage MUST be in rear yard – this is again, not a good one size fits all solution here. We have some very attractive townhomes that are not rear loaded. The garages are indeed at the front of the building and topography often dictates that, when you have daylight or walkout building sites. We have built these townhomes (pictured below) now in three different locations and they continue to be very well received by the marketplace and they are our most affordable units. That said, these still cost from about \$325,000 - \$425,000. Our detached homes all start at \$400,000 and up, so its important we retain the ability to construct townhomes in the low \$300's range. The more prescriptive requirements and site plan requirements you guys add, the more difficult you make this to accomplish.



I believe the above summarizes some of my biggest concerns. Please do let me know when the Board meeting will be held, as I'm going to make it a priority to attend and voice my concerns. We are currently working on our Alexander Trails PUD plans, which was previously approved as mixed use for 399 units under the PUD plan. We are revising that plan and if we had to adhere to all of these requirements (though we probably won't because we are doing a PUD), it would make our site planning process more difficult and afford us less opportunity to work with the current lay of the land and adapt to it, rather than trying to find ways to meet all of the new rules.



7952 Greendale Rear



7952 Greendale Front



MEMO

Staff Communication-Action Required

DATE: January 3, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Orion Construction Early Start Request

SUMMARY OF TOPIC:

Orion Construction has requested to be granted "Early Starts" on their 60th Street Townhouse development. In the agenda packet you will find the request letter from Orion Construction, a memo from the Township Engineer, and copies of the applicable Township and Water/Sewer ordinances for your review.

Staff has not been able to find any previously approved "Early Start" requests for multi-family developments.

BUDGET ACTION REQUIRED:

N/A

STAFF RECOMMENDATION:

Review the attached information.



December 27, 2023

Rob DeWard
Gaines Township Supervisor
Gaines Charter Township
8555 Kalamazoo Ave, SE
Caledonia, MI 49316

RE: 60th Street Ventures
New Townhome Community
1200 60th Street

Rob,

Thank you for meeting with our team on December 27, 2023. We are requesting that the township board allow the building department to issue (4) four building permits plus (4) footing/foundation underground building permits for our 60th street townhome project "Early Starts". From our discussions with Dan, Rod and yourself the ordinance indicates that all underground utilities for the entire project would need to be install, inspected and approved prior to issuance of building permits since the ordinance considers the project multi-family.

We have been working diligently to get under construction with the townhome project. Once we received site plan approval from Gaines Township we closed on the land in September with the church, we have been working thru the utility approval and permit process, which currently we have the EGLE permits for water and sewer, we had the preconstruction meeting with BGUA so the installation of the underground utilities could begin which is scheduled for January 2nd. To simplify the project, we were advised to split the first phase of the project into two parts; 1A being the front 32 units (8 buildings) that have a drive off of 60th Street as the utilities are in the street and accessible for connection, the remainder of the project which would be south to of the wetlands would be 1B. We applied for building permits months ago for the first 8 buildings in Phase 1A.

During the preconstruction meeting we were advised that prior to approval of the underground utilities we would need to have everything complete including base course of asphalt and topsoil placed. From a constructability standpoint we would like to get the building started as we install the underground utilities so we are not running construction equipment over the utilities and so we do not spoil the topsoil with the excavation of the footing/foundations. It is also more productive for us to install footing/foundations for all 8 buildings at one time. The other piece as currently defined we would need to have final connection of the utilities into 60th street which cannot happen until spring.

To Date:

- Engineering review is complete with Jeff Gritters from VK and our civil engineer Moore & Bruggink.
- We have received the EGLE permits for the Sanitary and the Water from the State of Michigan.
- We had a preconstruction meeting with our underground subcontractors, BGUA and Patrick Post from VK.
- We have all the water pipe on site for the entire project.
- We have all the sewer pipe on site for the entire project.
- We have all the concrete structures on site for area 1A.
- The site is cut to grade for area 1A and is ready for underground utilities and footing/foundations.
- I have the Development Agreement and the checks ready for the Water / Sewer Fees, I could drop them off tomorrow.

We view the units as single-family townhomes as every unit has a separate entrance and will be occupied by a single family, the units we are asking for early start are 4 unit buildings, these are not apartment with one single entrance to the units. Per our discussions with Dan, he indicated 3 units, or more are considered multi-family per his ordinance, that is why all the utilities need to be installed. Four of the eight buildings actually could connect to existing water service that are currently in place!

We totally understand that we could not connect to the system until it is complete, we totally understand that we cannot get an occupancy permit for any unit until the underground utilities are complete. We will issue a letter stating all that if needed. If we need to put up a letter of credit, we are certainly willing to do so.

We are requesting to be allowed to have "early start" permits for Phase 1A of our project. From our meeting we would like this to be considered at the next township board meeting on January 8th.

Please advise me of any questions. I can be reached at 616-430-8160.

Thank you for your consideration.

Sincerely,

Roger Rehkopf – CEO
Orion Construction



Vriesman
& Korhorn

Memorandum

Date: January 4, 2024

Project Number: 1117

To: Gaines Charter Township Board of Trustees

From: Jeff Gritter

Regarding: Ashford Woods Phase 1A – Early Start Request

Message:

Background:

Orion Construction has requested building permits to begin construction of the 4-unit townhome buildings in the Ashford Woods Phase 1A project. The Project received State construction permits for public watermain (Issued: 11/30/2023) and public sanitary sewer (Issued: 12/15/2023) recently and a preconstruction meeting was held on 12/20/2023 with the BGUA, VK Civil, and representatives of Orion, USA Earthworks, and Moore & Bruggink.

Code of Ordinances:

Chapter 22, Section 22-126. Building Permits. Part (b) gives authority to the Township Board or its designated township official (*no designation is in place at the time of this writing*) to grant up to a maximum of 4 building permits for model buildings within the first phase of a development, prior to completion of all improvements. In considering such authorization the Township Board or its designated township official shall ensure that the following conditions are met with absolutely no exceptions:

- (1) The applicant shall provide a survey of a legal lot split which meets the setback requirements of a lot in the R-3 zoning district for each building.
- (2) The nearest points of the lot lines of those lots intended for model homes or buildings are located within 300 feet of an existing improved public street. Any lot proposed over 300 feet, but not to exceed 1,000 feet, from a public road must indicate a 66-foot-wide easement for ingress and egress from the public road and shall provide a safety access route (temporary roadway) that will be maintained to support emergency vehicles for its entire length from the public street to the proposed lot at all times during construction of street and utility infrastructure. Such access route shall be in compliance with section 1410.1 of the International Fire Code 2003.

- (3) Security in the form of an irrevocable bank letter of credit or cash shall be posted with the township in the amount specified to ensure that public sanitary sewer and public water will be extended to the building, inspected and approved for use before occupancy. To determine this amount, the applicant's engineer shall submit a cost estimate to accomplish the above to the township engineer for approval. The security may also be used to have the building removed and the lot restored if water and sewer have not been installed and approved for use. All work must be completed and occupancy issued within 18 months of the issuance of the building permit.

The ordinance also requires that no occupancy permit for a building may be issued until all improvements are completed and necessary utilities are installed. Lastly, the ordinance states that the Township may impose reasonable conditions including signed written agreements with the Township to effectuate building permits.

The Township adopted “early start ordinances” in 1999, which coincides with an intense development period associated with the construction of M-6; to allow developers to construct model homes in phase 1 of their developments. These are “police power” ordinances that are contained in the Township’s Code of Ordinances

Zoning Ordinance:

The Zoning Ordinance, Chapter 24, Section 24.4 requires that approved developments be constructed in accordance with the approved site plans or development plans and that building permits be issued in accordance with Michigan Building Code requirements (I have paraphrased this part of the Zoning Ordinance).

Water & Sewer Ordinance:

Article 7, Section 701, part c. states that *no building shall be connected to such an extension (public watermain and/or public sewer) until the extension has been accepted by the Township.*

Article 11, Section 1103, states that *A building permit shall not be issued until the connection permit application is approved and a permit has been issued by the Township.*

Summary:

In summary of this request we make the following comments:

- (1) In the case of a multiple family project only the Township Board may authorize a building permit(s) for the construction of a model building(s).
- (2) The Township Board may allow for the issuance of a building permit(s) as long as the following conditions are met:
 - a. A parcel survey is provided showing that the model homes or buildings are on a lot meeting all R-3 setback requirements.

- b. The model homes or buildings are within 300 feet of an existing improved public street.
 - c. Financial security is provided to financially guarantee the completion of the improvements prior to issuance of a connection permit or occupancy permit.
- (3) We note that it is in the Township Boards discretion to approve or deny an “early start” building permit. Section 22-136, (b) says the Township Board may authorize a developer up to four maximum building permits for model homes or buildings (meeting the 3 conditions).
- (4) We would recommend that if the Township Board approves the issuance of a building permit(s) at this time that additional conditions be included as follows:
- a. The Water/Sewer Development Contract be fully executed by the developer and all connection fees be paid in full.
 - b. The Township water permit and sewer permit along with inspection fees, water meter fees, etc... be paid in full with a completed application for each building that will be issued an early start building permit. The actual water/sewer permit would not be issued until final acceptance of the water and sewer improvements is in place.
 - c. The financial guarantee cover the entirety of the improvements to complete Ashford Woods phase 1A including all grading, stormwater improvements, public sanitary sewer improvements, public watermain improvements, share driveway and access improvements including pavement, all other site improvements (landscaping, sidewalks, etc...)
 - d. Public safety shall have access to the site at all times to respond to any emergency incidents.

Sec. 22-136. Building permits.

- (a) No building permit shall be issued for any dwelling or other structure located within a multiple-family project until all improvements have been installed and completed for such development including, without limitation, the utilities, completion of the road, drainage and all other required improvements.
- (b) The township board or its designated township official may authorize a developer up to a maximum of four building permits for model buildings within the first phase only of a development, prior to completion of all improvements. In considering such authorization the township board or its designated township official shall ensure that the following conditions are met with absolutely no exceptions:
 - (1) The applicant shall provide a survey of a legal lot split which meets the setback requirements of a lot in the R-3 zoning district for each building.
 - (2) The nearest points of the lot lines of those lots intended for model homes or buildings are located within 300 feet of an existing improved public street. Any lot proposed over 300 feet, but not to exceed 1,000 feet, from a public road must indicate a 66-foot-wide easement for ingress and egress from the public road and shall provide a safety access route (temporary roadway) that will be maintained to support emergency vehicles for its entire length from the public street to the proposed lot at all times during construction of street and utility infrastructure. Such access route shall be in compliance with section 1410.1 of the International Fire Code 2003.
 - (3) Security in the form of an irrevocable bank letter of credit or cash shall be posted with the township in the amount specified to ensure that public sanitary sewer and public water will be extended to the building, inspected and approved for use before occupancy. To determine this amount, the applicant's engineer shall submit a cost estimate to accomplish the above to the township engineer for approval. The security may also be used to have the building removed and the lot restored if water and sewer have not been installed and approved for use. All work must be completed and occupancy issued within 18 months of the issuance of the building permit.
- (c) An occupancy permit will not be issued for use of any building until all required improvements have been completed and necessary utilities installed. All improvements for subsequent phases shall be 100 percent completed and approved for connection prior to issuing building permits.
- (d) The township can impose additional reasonable conditions including signed written agreements with the township to effectuate building permits.

(Ord. No. 99-MR-03-LU, § 4, 5-10-1999)

ARTICLE 7 SYSTEM EXTENSIONS

Section 701. Extensions.

a. Extension of or changes in the Water System or Sewer System may be initiated by the Township or by written request, including petitions, from property owners. The Township may grant the petition, in its discretion, and may prescribe the terms and conditions upon which the petition will be granted and may require the written acceptance of such terms and conditions by the petitioners.

b. If the petition is granted, the Township may proceed with the work under the direction and control of the Township. The work will be done at the expense of the property owners unless otherwise stipulated, and any and all extensions shall be subject to the provisions of this Ordinance.

c. The Township may also, in its discretion, permit pursuant to a written construction agreement, the extension to be made under the direction and control of a private party and dedicated to the Township upon completion. If the Public Water Main or Public Sewer is to be so extended, the extension shall be approved by the Township and the Township Engineer, who shall determine the location of the Public Water Main or Public Sewer, and approve the construction methods and materials used in the construction, including in the case of a Public Water Main extension, the installation of fire hydrant markers. The extension shall cover the entire road or public right of way frontage of the Premises to be served by the extension or extend entirely through the Premises to be served, extending in each case to the adjoining Premises unless the Townships consider an extension to the adjoining Premises to be unnecessary. The persons responsible for the extension shall obtain all necessary permission to work in the public right-of-way from the Township, County Road Commission, Michigan Department of Transportation, and other public bodies, and shall be responsible for the payment of all costs related to construction of the Public Water Main or Public Sewer and Water Services or Sewer Laterals and related improvements and appurtenances including, but not limited to, actual construction costs, restoration and replacement costs, costs of connecting to the existing water or sewer system, permit and inspection fees, and reimbursement to the Township for out-of-pocket expenses for Township Engineer and staff review. These costs shall be in addition to all applicable Rates and Charges. Upon satisfactory completion of the extension, the extension shall be dedicated to the public, and upon acceptance as evidenced by the terms of a written agreement between the persons responsible for the extension and the Township, become part of the Water or Sewer System. No building shall be connected to such an extension until the extension has been accepted by the Township.

Section 1103. Approval of Application and Issuance of Permit. No connection, alteration, repair or replacement to, or disconnection from, the System shall be made until an application is filed in accordance with Section 1101 and a connection permit is issued by the Township. **A building permit shall not be issued until the connection permit application is approved and a permit has been issued by the Township.** The approval of a permit application shall be subject to (a) compliance with all terms of the application for a permit and this Ordinance, (b) the availability of sufficient capacity in the System, (c) compliance of the plans and specifications with the standards for construction required by this ordinance, and (d) compliance with all applicable administrative and regulatory requirements. After approval of a permit application, the applicant shall pay in full, as a condition to the issuance of the permit to connect, the Inspection Fee and the following applicable fees: Water Availability Fee, Sewer Availability Fee, Water Trunkage Fee, Sewer Trunkage Fee, Water Service Fee, Sewer Lateral Fee, Water Meter Fee, any Miscellaneous Customer Fee, and such other charges or deposits required by this Ordinance, except to the extent provided by Section 1704 for properties subject to special assessment, or Section 1705 with respect to payment of connection fees in installments.



Gaines Charter Township
8555 Kalamazoo Ave., SE
Caledonia, MI 49316

A RESOLUTION TO ESTABLISH AN EARLY VOTING POLLING LOCATION

RESOLUTION NO. 2024-___

At a regular meeting of the Board of Trustees of the Charter Township of Gaines, held at the Township Hall, located at 8555 Kalamazoo Ave., SE, Caledonia, MI, County of Kent, on the 8th day of January 2024.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and supported by _____.

RESOLUTION

WHEREAS, MCL 168.662 provides the Township Board of Trustees shall set the location of election polling places,

WHEREAS, the passing of Proposal 22-2 by the people of the State of Michigan requires each jurisdiction to establish an early voting polling location,

IT IS HEREBY RESOLVED, The Charter Township of Gaines Board of Trustees approves the establishment of an early voting polling location at 8555 Kalamazoo Ave., SE, Caledonia, MI 49316.

YEAS:

NAYS:

ABSENT:

ABSTAIN:

ADOPTED THIS 8TH DAY OF January 2024.

THE CHARTER TOWNSHIP OF GAINES

BY: _____

Michael A. Brew, Township Clerk

CERTIFICATION

I, Michael A. Brew, the duly appointed Clerk of the Charter Township of Gaines, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Charter Township of Gaines at a regular meeting held January 8, 2024, in compliance with the Open Meetings Act, act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by the Act.

CHARTER TOWNSHIP OF GAINES

BY: _____

Michael A. Brew, Clerk



MEMO

Staff Communication-Action Required

DATE: January 4, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: New Deputy Treasurer

SUMMARY OF TOPIC:

With the resignation of Jenna Pilkington, the Treasurer was charged with appointing a new Deputy within 45 days of Jenna's resignation.

The position was advertised, interviews were held, and the Treasurer found what she feels is an excellent candidate. Chris Holwerda comes to the Township with very good experience (most recently at Byron Township).

As state statute requires, the Treasurer selects and appoints her Deputy, however the Township Board must approve her wage. A starting wage of \$26.00 per hour is being requested.

BUDGET ACTION REQUIRED: NONE

STAFF RECOMMENDATION:

Staff recommends the Township Board approve the requested wage.



MEMO

Staff Communication-Action Required

DATE: January 4, 2024
TO: Gaines Charter Township
FROM: Rod Weersing, Township Manager
RE: Fire Inspector Position

SUMMARY OF TOPIC:

The Dutton Fire Committee recommends the Fire Inspector position be made a full-time position (40 hours per week). The starting pay rate would be \$29.50, with one-half of the total employee cost coming from the Building Department.

Currently the position is part-time. The current Fire Inspector (Brett Holmes) has given his notice, which makes this a good time to expand the position, as his replacement will begin full-time, rather than increasing the hours after the individual is hired.

BUDGET ACTION REQUIRED:

NONE

STAFF RECOMMENDATION:

Staff recommends the Board approve the Dutton Fire Committee's recommendation.

JOB DESCRIPTION

JOB TITLE:	Fire Inspector	FLSA:	Non-Exempt
DEPARTMENT:	Fire	GRADE:	
REPORTS TO:	Fire Chief	DATE:	
BARGAINING UNIT:			

SUMMARY:

Responsible for performing inspection and investigative work in promoting fire safety and securing compliance with fire prevention codes and regulations.

ESSENTIAL FUNCTIONS:

Essential functions as defined are *ILLUSTRATIVE ONLY* and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:

- Inspects structures and buildings for fire hazards, efficiency of fire protection equipment, adequacy of fire escapes and fire exits and general compliance with fire prevention codes, laws, and regulations.
- Advises and instructs owners in the removal of fire hazards and makes recommendations for reducing potential hazards.
- Reports violations of fire safety regulations and established safety standards to appropriate owners and occupants and prepares written notices to follow up action.
- Participates in prevention programs by conducting presentations and showing films at schools and at other group meetings.
- Inspects the storage and use of explosives or inflammable materials.
- Determines if buildings meet fire regulations before business licenses are issued; prepares necessary records and reports; investigates fire hazard complaints.
- Inspects facilities for fire hose connects and fire hydrants and draws maps for fire suppression.
- Responds to fires, conducts on-site investigations to determine points of origin and causes.
- Interviews fire fighters, officers-in-command, tenants, witnesses, bystanders, and known informants in gathering information as to the origin, cause, time, and possible suspects or material witnesses.
- Takes action necessary to preserve evidence at the scene of the fire.
- Participates in fire drills and attends regular classes in firefighting, fire prevention, equipment maintenance and related subjects.
- Performs firefighting and medical care/first aid duties as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Demonstrates courteous and cooperative behavior when interacting with the public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

FIRE INSPECTOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

High School Education/ GED; AND four (4) years of experience as a firefighter; OR an equivalent combination of education, training, and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- EMT-B certification.
- State of Michigan certification as a Firefighter.
- NFPA and State of Michigan certification as a fire inspector and investigator.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the department.
- Fire equipment and apparatus operation and limitations.
- Firefighting, fire inspection, fire prevention, and rescue techniques, methods, and practices.
- Mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
- Fire prevention laws, codes, ordinances, rules, and regulations.
- Principle and practices of fire safety, inspection, and investigation.
- Geography of area of responsibility.
- Principles and techniques of building construction and maintenance.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, occasionally when relations may be confrontational or strained.

Skills in:

- Recognizing and defining fire hazards and recommending effective remedial measures.
- Conducting harmonious discussions with property owners and the general public and persuading them to engage in desired courses of action.
- Enforcing laws, ordinances and regulations with firmness, tact, and impartiality.
- Performing firefighting and medical care duties.
- Communicating effectively in oral and written forms.
- Use and maintenance of tools and equipment used in firefighting.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

FIRE INSPECTOR

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Mobility to work in emergency situations in a variety of settings; agility and strength to fight fires wearing an air pack and protective equipment weighing 50 pounds, use power driven tools, drag water hoses several hundred feet, couple hoses, carry 50 pound high rise packs up and down stairs, carry section of 3" hose weighing up to 60 pounds, ascend and descend numerous flights of stairs, control hose with a maximum of 100 pounds of nozzle pressure; vision to read printed materials; hear fire alarms, speakers, horns and bells being tested; climb ladders and numerous flights of stairs to make required inspections.

WORKING ENVIRONMENT:

Work is performed in a field setting. Work is subject to performance under exposure to life threatening conditions, outside weather conditions, temperature extremes, environmental conditions, gases, hazardous chemicals, biohazards, electrical currents, odors, loud noises, and dust.